

PLANNING COMMISSION

AGENDA

JULY 26, 2018



Commission Members

David Culbertson

Joe Foley

Bill Mansfield

David McFadden

Mark McKechnie

E. J. McManus

Patrick Miranda

Alex Poythress

Jared Pulver

Regular Planning Commission meetings

are held on the second and fourth

Thursdays of every month

Meetings begin at 5:30 PM

City of Medford

City Council Chambers

411 W. Eighth Street, Third Floor

Medford, OR 97501

541-774-2380



Planning Commission

Agenda

Public Hearing

July 26, 2018

5:30 PM

**Council Chambers, City Hall, Room 300
411 West Eighth Street, Medford, Oregon**

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10. **Roll Call**
20. **Consent Calendar/Written Communications (voice vote)**
- 20.1 **ZC-18-055 / CUP-18-056** Final Orders for a change of zone of the 4.36-acre parcel of land located at 555 Airport Road (Tax Lot 500) and the adjacent 5.85-acre parcel (tax lot 503 currently designated as CM on the GLUP map) from Light Industrial (I-L) to Regional Commercial (C-R); and a Conditional Use Permit (CUP) to allow an elementary school use (Grace Christian Elementary School: existing private school currently located at 649 Crater Lake Avenue) to occupy the existing building on the subject Tax Lot 500, and for a 1.3-acre portion of the adjacent/vacant Tax lot 503 to be used as an associated sports/recreation field (372W12A TL 500 & 372W12A TL 503); Applicant, 555 Airport Road, LLC; Agent, CSA Planning, Ltd; Planner, Dustin Severs.
- 20.2 **LDP-18-068** Final Order of a request for tentative plat approval of a proposed two-lot partition on a 0.4-acre parcel located at 1475 Crater Lake Avenue and 1694 Grand Avenue within the SFR-4 (Single-Family Residential – 2.5 to 4 dwelling units per gross acre) zoning district (371W19AB5400); Applicant, Travis Colley; Agent, Richard Stevens & Associates; Planner, Steffen Roennfeldt.
- 20.3 **CUP-17-053** Consideration of request for a one-year extension of time for the Conditional Use Permit approval for Larson Creek Trail Segment II, which extends from Ellendale Drive to Black Oak Drive. The project includes two pedestrian bridges, fence relocation and improvements spanning approximately 7.32 acres within the Larson Creek Riparian Corridor. (371W32AA, portions of Tax Lots 200, 300, 400 and 500 and 371W32AB, portions of Tax Lots 3100, 1100 and 3000.); Applicant: Medford Public Works Department; Agent: Richard Stevens & Associates, Inc.; Planner Kelly Akin.
30. **Minutes**
- 30.1 Consideration for approval of minutes from the July 12, 2018, hearing.
40. **Oral and Written Requests and Communications**
Comments will be limited to 3 minutes per individual or 5 minutes if representing an organization. **PLEASE SIGN IN.**

Meeting locations are generally accessible to persons with disabilities. To request interpreters for hearing impaired or other accommodations for persons with disabilities, please contact the ADA Coordinator at (541) 774-2074 or ada@cityofmedford.org at least three business days prior to the meeting to ensure availability. For TTY, dial 711 or (800) 735-1232.

50. Public Hearings

Comments are limited to a total of 10 minutes for applicants and/or their representatives. You may request a 5-minute rebuttal time. All others will be limited to 3 minutes per individual or 5 minutes if representing a group or organization. **PLEASE SIGN IN.**

Old Business

- 50.1 **CUP-17-116** Consideration of a request for a Conditional Use Permit (CUP) for a proposed Bed & Breakfast to be located at 15 Geneva Street in the SFR-6 (Single-Family Residential – 6 dwelling units per gross acre) zoning district, and within the Historic Preservation Overlay District (371W30AB TL 16400). Applicants: Gloria Thomas & Cecil de Hass; Agent: Julie Krason; Planner: Dustin Severs.
- 50.2 **LDS-18-058** Consideration of a tentative plat for a 42 lot subdivision on approximately 14.54 gross acres within the SFR-4 (Single Family Residential – 4 dwelling units per gross acre) and the SFR-2 (Single Family Residential – 2 dwelling units per gross acre) zoning districts, located on the south side of Lone Pine Road approximately 335 feet east of North Phoenix Road (371W21AA TL 100); Applicant, Twin Creeks Development LLC; Agent, Hoffbuhr and Associates; Planner, Liz Conner.

60. Reports

- 60.1 Site Plan and Architectural Commission
- 60.2 Joint Transportation Subcommittee
- 60.3 Planning Department
- 70. Messages and Papers from the Chair**
- 80. Remarks from the City Attorney**
- 90. Propositions and Remarks from the Commission**
- 100. Adjournment**

**BEFORE THE MEDFORD PLANNING COMMISSION
STATE OF OREGON, CITY OF MEDFORD**

IN THE MATTER OF PLANNING COMMISSION FILE ZC-18-055 APPLICATION)
FOR A ZONE CHANGE SUBMITTED BY 555 AIRPORT ROAD, LLC) **ORDER**

ORDER granting approval of a request for a zone change for *555 Airport Road, LLC*, described as follows:

Change of zone of the 4.36-acre parcel of land located at 555 Airport Road (Tax Lot 500) and the adjacent 5.85-acre parcel (tax lot 503 currently designated as CM on the GLUP map) from Light Industrial (I-L) to Regional Commercial (C-R).

WHEREAS, the City Planning Commission in the public interest has given consideration to changing the zoning for *555 Airport Road, LLC*, as describe above; and

WHEREAS, the City Planning Commission has given notice of, and held, a public hearing, and after considering all the evidence presented, finds that the zone change is supported by, and hereby adopts the Planning Commission Report dated July 12, 2018, and the Findings contained therein – Exhibit “A,” and Legal Description – Exhibit “B” attached hereto and hereby incorporated by reference; now, therefore,

BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF MEDFORD, OREGON,
that:

The zoning of the following described areas within the City of Medford, Oregon:

37 2W 12A Tax Lot 500
37 2W 12A Tax Lot 503

are hereby changed as described above.

Accepted and approved this 26th day of July, 2018.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative

**BEFORE THE MEDFORD PLANNING COMMISSION
STATE OF OREGON, CITY OF MEDFORD**

IN THE MATTER OF PLANNING COMMISSION FILE CUP-18-056 APPLICATION FOR A)
) **ORDER**
CONDITIONAL USE PERMIT SUBMITTED BY 555 AIRPORT ROAD, LLC)

ORDER granting approval of a request for a conditional use permit for *555 Airport Road, LLC*, described as follows:

To allow an elementary school use (Grace Christian Elementary School: existing private school currently located at 649 Crater Lake Avenue) to occupy the existing building on the subject Tax Lot 500, and for a 1.3-acre portion of the adjacent/vacant Tax lot 503 to be used as an associated sports/recreation field.

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Land Development Code, Section 10.246 and 10.247; and,
2. The Medford Planning Commission has duly held a public hearing on the matter of an application for a conditional use permit for *555 Airport Road, LLC*, as described above, with a public hearing a matter of record of the Planning Commission on July 12, 2018.
3. At the public hearing on said application, evidence and recommendations were received and presented by the applicant's representative and Planning Department staff; and,
4. At the conclusion of said public hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded, granted a conditional use permit for *555 Airport Road, LLC*, as described above.

THEREFORE LET IT BE HEREBY ORDERED that the application for *555 Airport Road, LLC*, as described above, stands approved in accordance per the Planning Commission Report dated July 12, 2018.

AND LET IT FURTHER BE OF RECORD that the action of the Planning Commission in approving this request for *555 Airport Road, LLC*, as described above, is hereafter supported by the findings referenced in the Planning Commission Report dated July 12, 2018.

Accepted and approved this 26th day of July, 2018.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

PLANNING COMMISSION REPORT

for a type-B & type-C quasi-judicial decision: Minor Comprehensive Plan (General Land Use Plan Map) Amendment, Zone Change and Conditional Use Permit (CUP)

PROJECT Grace Christian School
Applicant: 555 Airport Road, LLC.
Agent: CSA Planning, Ltd.

FILE NO. CP-18-054 / ZC-18-055 / CUP-18-056

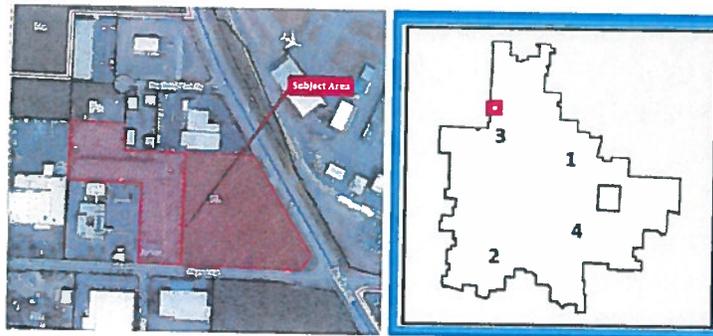
DATE July 12, 2018

BACKGROUND

Proposal

Request for concurrent consideration of a three-part proposal: a minor General Land Use Plan (GLUP) amendment to reclassify a single 4.36-acre parcel of land located at 555 Airport Road (Tax Lot 500) from General Industrial (GI) to Commercial (CM); a change of zone of the subject parcel and the adjacent 5.85-acre parcel (Tax Lot 503 currently designated as CM on the GLUP map) from Light Industrial (I-L) to Regional Commercial (C-R); and a Conditional Use Permit (CUP) to allow an elementary school use (Grace Christian Elementary School: existing private school currently located at 649 Crater Lake Avenue) to occupy the existing building on the subject Tax Lot 500, and for a 1.3-acre portion of the adjacent/vacant Tax Lot 503 to be used as an associated sports/recreation field (372W12A TL 500 & 372W12A TL 503).

Vicinity Map



Subject Site Characteristics

Zoning: Light Industrial (I-L)
GLUP: General Industrial (G-I) & Commercial (CM)
Overlay(s): AC (Airport Area of Concern)
Use(s): Vacant industrial building (TL 500) & Vacant land (TL 503)

Surrounding Site Characteristics

North Zone: I-L
Use(s): Rogue Valley Funeral Alternatives, Loomis Armored US, Business Park Drive

South Zone: I-L
Use(s): Pepsi Bottling Group, Navigator's Landing Industrial Park

East Zone: I-L
Use(s): Rogue Valley International-Medford Airport

West Zone: I-L
Use(s): Columbia Distributing, Costco

Related Projects

None

Corporate Names

The applicant's findings (Exhibit J-L) state the owners of the property are Odysseus Farms, LP, a California Limited Partnership, as having an undivided one-third interest; and Airport Road, LLC, an Oregon limited liability company, as having a two-thirds interests. The Oregon Secretary of State website lists 555 Airport Road, LLC as a registered business with a mailing address at 902 Chevy Way in Medford, Oregon, and lists its registered agent as Reid Murphy.

Applicable Criteria

Minor Comprehensive Plan Amendment

For the applicable criteria the Medford Municipal Code Section 10.184(1) redirects to the criteria in the "Review and Amendments" chapter of the Comprehensive Plan. The applicable criteria in this action are those for map amendments, and are based on the following:

1. *A significant change in one or more Goal, Policy, or Implementation Strategy.*
2. *Demonstrated need for the change to accommodate unpredicted population trends, to satisfy urban housing needs, or to assure adequate employment opportunities.*
3. *The orderly and economic provision of key public facilities.*
4. *Maximum efficiency of land uses within the current urbanizable area.*

5. *Environmental, energy, economic, and social consequences.*
6. *Compatibility of the proposed change with other elements of the City Comprehensive Plan.*
7. *All applicable Statewide Planning Goals.*

Zone Change Criteria MLDC 10.227

The approving authority (Planning Commission) shall approve a quasi-judicial zone change if it finds that the zone change complies with subsections (1) and (2) below:

- (1) *The proposed zone is consistent with the Transportation System Plan (TSP) and the General Land Use Plan Map designation. A demonstration of consistency with the acknowledged TSP will assure compliance with the Oregon Transportation Planning Rule. Where applicable, the proposed zone shall also be consistent with the additional locational standards of the below sections (1)(a), (1)(b), (1)(c), or (1)(d). Where a special area plan requires a specific zone, any conflicting or additional requirements of the plan shall take precedence over the locational criteria below.*

- (c) *For zone changes to any commercial zoning district, the following criteria shall be met for the applicable zoning sought:*

(iii) The overall area of the C-R zoning district shall be over three (3) acres in size, shall front upon an arterial street or state highway, and shall be in a centralized location that does not otherwise constitute a neighborhood shopping center or portion thereof. In determining the overall area, all abutting property(s) zoned C-R shall be included in the size of the district. The C-R zone is ordinarily considered to be unsuitable if abutting any residential zones, unless the applicant can show it would be suitable pursuant to (1)(e) below.

- (2) *It shall be demonstrated that Category A urban services and facilities are available or can and will be provided, as described below, to adequately serve the subject property with the permitted uses allowed under the proposed zoning, except as provided in subsection (c) below. The minimum standards for Category A services and facilities are contained in Section 10.462 and Goal 2 of the Comprehensive Plan "Public Facilities Element" and Transportation System Plan.*
 - (a) *Storm drainage, sanitary sewer, and water facilities must already be adequate in condition, capacity, and location to serve the property or be extended or otherwise improved to adequately serve the property at the time of issuance of a building permit for vertical construction.*
 - (b) *Adequate streets and street capacity must be provided in one (1) of the following ways:*

- (i) *Streets which serve the subject property, as defined in Section 10.461(2), presently exist and have adequate capacity; or*
- (ii) *Existing and new streets that will serve the subject property will be improved and/or constructed, sufficient to meet the required condition and capacity, at the time building permits for vertical construction are issued; or*
- (iii) *If it is determined that a street must be constructed or improved in order to provide adequate capacity for more than one (1) proposed or anticipated development, the Planning Commission may find the street to be adequate when the improvements needed to make the street adequate are fully funded. A street project is deemed to be fully funded when one (1) of the following occurs:*
 - (a) *the project is in the City's adopted capital improvement plan budget, or is a programmed project in the first two (2) years of the State's current STIP (State Transportation Improvement Plan), or any other public agencies adopted capital improvement plan budget; or*
 - (b) *when an applicant funds the improvement through a reimbursement district pursuant to the MLDC. The cost of the improvements will be either the actual cost of construction, if constructed by the applicant, or the estimated cost. The "estimated cost" shall be 125% of a professional engineer's estimated cost that has been approved by the City, including the cost of any right-of-way acquisition. The method described in this paragraph shall not be used if the Public Works Department determines, for reasons of public safety, that the improvement must be constructed prior to issuance of building permits.*
- (iv) *When a street must be improved under (b)(ii) or (b)(iii) above, the specific street improvement(s) needed to make the street adequate must be identified, and it must be demonstrated by the applicant that the improvement(s) will make the street adequate in condition and capacity.*
- (c) *In determining the adequacy of Category A facilities, the approving authority (Planning Commission) may evaluate potential impacts based upon the imposition of special development conditions attached to the zone change request. Special development conditions shall be established by deed restriction or covenant, which must be recorded with proof of recordation, returned to the Planning Department, and may include, but are not limited to the following:*
 - (i) *Restriction of uses by type or intensity; however, in cases where such a restriction is proposed, the Planning Commission must find that the resulting development pattern will not preclude future development, or intensification of development, on the subject property or adjacent*

parcels. In no case shall residential densities be approved which do not meet minimum density standards,

- (ii) Mixed-use, pedestrian-friendly design which qualifies for the trip reduction percentage allowed by the Transportation Planning Rule,*
- (iii) Transportation Demand Management (TDM) measures which can be reasonably quantified, monitored, and enforced, such as mandatory car/van pools.*

CUP Criteria MLDC 10.248

The approving authority (Planning Commission) must determine that the development proposal complies with either of the following criteria before approval can be granted.

- (1) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.*
- (2) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.*

In authorizing a conditional use permit the approving authority (Planning Commission) may impose any of the following conditions:

- (1) Limit the manner in which the use is conducted, including restricting the time an activity may take place, and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.*
- (2) Establish a special yard or other open space or lot area or dimension requirement.*
- (3) Limit the height, size, or location of a building or other structure.*
- (4) Designate the size, number, location, or nature of vehicle access points.*
- (5) Increase the amount of street dedication, roadway width, or improvements within the street right-of-way.*
- (6) Designate the size, location, screening, drainage, surfacing, or other improvement of parking or truck loading area.*
- (7) Limit or otherwise designate the number, size, location, height, or lighting of signs.*
- (8) Limit the location and intensity of outdoor lighting, or require its shielding.*
- (9) Require screening, landscaping, or other facilities to protect adjacent or nearby property, and designate standards for installation or maintenance thereof.*

- (10) *Designate the size, height, location, or materials for a fence.*
- (11) *Protect existing trees, vegetation, water resources, wildlife habitat, or other significant natural resources.*

Authority

The Planning Commission is designated as the approving authority for Class-C land use actions involving both zone change and conditional use permits (CUP). The subject application also includes a Class-B quasi-judicial Comprehensive Plan Amendment. The Planning Commission is authorized to act as an advisory agency, forwarding a recommendation to City Council for proposed amendments to the Comprehensive Plan under Medford Municipal Code Sections 10.102–122, 10.165, and 10.185.

ISSUES AND ANALYSIS

Project Summary

Existing Conditions

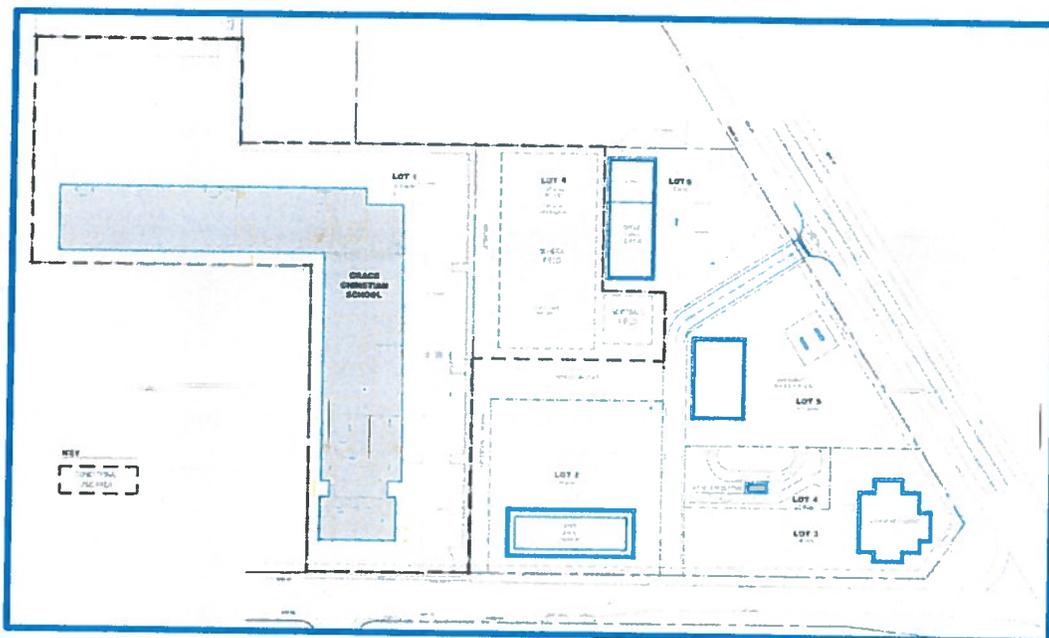
The subject site consists of two contiguous lots totaling 10.21 acres. The westerly 4.36-acre lot (Tax Lot 500) currently contains an “L” shaped industrial building which was previously occupied by an electronics company specializing in antenna technology (Kethrein Holding USA, Inc.), and is composed of an approximate 4,784 square foot single-story office building and courtyard in the front, an approximate 28,000 square foot two-story masonry building wing (north/south axis), and an approximate 30,400 square foot two-story masonry building wing (east/west axis). The easterly 5.85-acre lot (Tax Lot 503), located on the corner of Biddle Road and Airport Road, is completely vacant.



Access to the westerly lot (Tax Lot 500) is currently provided by a curb cut driveway off of Airport Road extending north along the east side of the building through a parking area and wrapping around the north side of the building to a second large parking area. Access to the easterly lot (Tax Lot 503) is provided by a single curb cut access point off of the site's easterly frontage with Biddle Road – classified as a Major Arterial street.

Proposal

With the subject requests, the applicant is proposing to convert the existing industrial building to serve as the new location for the Grace Christian School – a private school currently located at 649 Crater Lake Avenue – along with utilizing a portion of the adjacent easterly lot (Tax Lot 503) to be used as an associated sports/recreation field for the school.



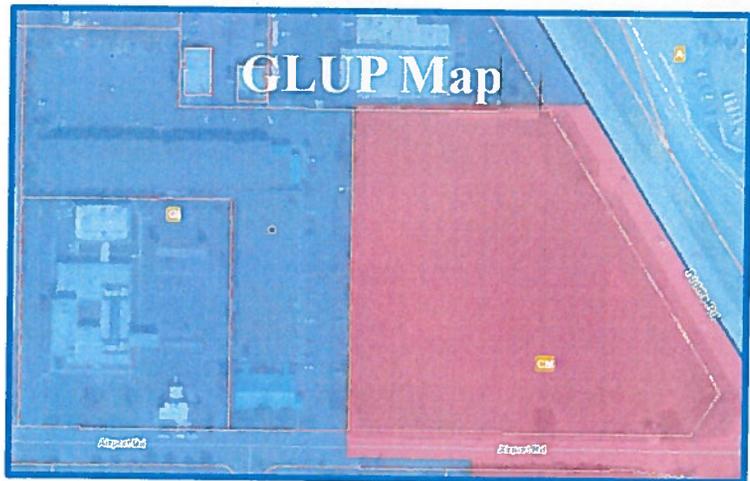
The applicant's submitted Conceptual Site Plan (Exhibit C) also identifies several future commercial buildings located on the easterly lot (Tax Lot 503) – minus the sports/recreation field identified as part of the CUP land area – including two office buildings, a mini-market service station, a coffee stand, and a restaurant. However, the inclusion of the future conceptual layout of the site identified on the applicant's site plan is intended strictly for informational purposes, and is not subject to review as part of the subject application.

		C-SP	C-N	C-C	C-R	C-H	I-L	I-G	I-H
821	Elementary and Secondary Schools	C	C	C	C	C	X	X	X
822	Colleges and Universities	P	P	P	p	P	P	X	X
823	Libraries	P	P	P	P	P	P	X	X
824	Vocational Schools	P	P	P	P	P	P	X	X
829	Schools & Educational Services, nec	P	P	P	P	P	P	X	X

Pursuant to MLDC 10.337, elementary and secondary schools are permitted in all commercial zones – subject to approval of a CUP – but prohibited in all industrial zones. Accordingly, in order for the existing building located on the subject property to be considered for a CUP to serve as the new location for the Grace Christian School, the applicant will need to rezone the property from its current I-L zoning to a commercial zoning classification. As Tax Lot 500, the westerly parcel containing the industrial building is also designated with the General Industrial (GI) GLUP designation – consistent with its current I-L zoning classification – the applicant will likewise need to be approved for a GLUP map amendment, changing the GLUP designation from General Industrial (GI) to Commercial (CM), which permits commercial zones.



The rezoning of the site to a commercial zone will also need to include the easterly parcel (Tax Lot 503), as the northwest portion of the parcel is proposed to be included as part of the school use (sports/recreation field). The applicant is also proposing several future commercial buildings on the parcel as identified on the Conceptual Site Plan (Exhibit C). While a change of zone to a commercial classification will need to include both Tax Lots 500 and 503 – which are both currently zoned I-L – a change of the GLUP designation from GI to CM is limited to the westerly parcel (Tax Lot 500), as the easterly parcel (Tax Lot 503) is currently designated with the CM GLUP. As such, a change to a commercial zone will bring the easterly parcel (Tax Lot 503) into compliance with its current CM GLUP designation.



In summary, the subject application includes a three-part proposal: a GLUP change amendment for the 4.36-acre westerly parcel (Tax Lot 500); a change of zone from I-L to C-R for both parcels in order for the proposed school use to be eligible for the approval of a CUP (and for the future uses identified on the applicant's Conceptual Site Plan (Exhibit C) to likewise be permitted); and, contingent on the approval of the GLUP and zone changes, the applicant is requesting a CUP for their proposal to relocate the Grace Christian School to the subject site, as required per MLDC 10.337.

All three requests have been submitted for concurrent review with the Planning Commission designated as the approving authority for both the Class C CUP and zone change requests, while the Planning Commission will additionally serve as an advisory body for the Class B quasi-judicial GLUP change request, forwarding a recommendation to the City Council which is scheduled to hear the request on August 16, 2018. The approval of the proposed rezone for the westerly parcel (Tax Lot 500) will be contingent on subsequent approval of the proposed GLUP amendment by City Council, while the approval of the CUP request will be contingent on both the approval of the zone change and GLUP amendment requests.

Parking

Per MLDC 10.743(1), the required parking for an elementary school is as follows:

Land Use Category	Parking Standards are based on number of spaces per 1,000 Square Feet of Gross Floor Area (unless otherwise noted)		
	Minimum Number of Required Parking Spaces		Maximum Permitted Parking Spaces
	Central Business District C-B Overlay (outside of Downtown Parking District)**	All Other Zones	All Zones
School, Elementary Kindergarten – 8th	1.0 space per teacher and staff plus 1.0 space per 2.4 classrooms	1.0 space per teacher and staff plus 1.0 space per 2.2 classrooms	1.0 space per teacher and staff plus 1.0 space per 1:8 classrooms

The applicant’s submitted findings (Exhibit L) state that the future layout of the school will include 14 classrooms, and will include a total staff of 40 employees. Based on this information, the minimum/maximum parking requirements for the site are as follows:

PARKING TABLE (10.743-751)

	Required	Existing
Total Spaces	46 min. / 48 max.	80
Accessible Spaces	4	4
Bicycle Spaces	8	4

As shown in the Parking Table above, the subject site meets the minimum parking requirements for total spaces and handicap spaces as required per MLDC 10.743-751. However, the existing site currently provides only four spaces for bicycles, and the applicant’s submitted plans do not identify additional bicycle spaces to be added to the site to serve its future use as a school. In explaining this deficiency in bicycle spaces to the applicant’s agent, it was explained to staff that the intention of the applicant is to possibly include additional spaces for bicycle parking within the building. The applicant’s agent further requested that a final parking plan be delayed until

the time in which building remodel plans have been drafted for the subject building, so that the applicant can determine the location for the indoor bicycle parking area.

As a condition of approval, the applicant will be required to submit plans showing a minimum of eight bicycle spaces provided for the school prior to the issuance of a building permit, as required per MLDC 10.743-1.

Access

The submitted CUP Plan (Exhibit B) shows vehicular access to the subject site provided by the two driveways off of Airport Road: the existing driveway currently serving the westerly parcel (Tax Lot 500), and a second proposed driveway connecting the easterly parcel (Tax Lot 503) to the future school site and serving as a drop-off area for the school. The applicant's submitted Conceptual Site Plan (Exhibit C) shows the proposed driveway ultimately connecting to the site's existing access driveway off of Biddle Road as part of the future commercial development of the easterly parcel (Tax Lot 503).

Traffic Analysis

MLDC 10.461(3) requires a Traffic Impact Analysis (TIA) to be conducted to evaluate development impacts to the transportation system if a proposed application has the potential of generating more than 250 net average daily trips (ADT) or the Public Works Department has concerns due to operations or accident history.

A TIA was submitted with the subject application, which was performed by Southern Oregon Transportation Engineering, LLC, and the TIA determined that the proposed comprehensive plan amendment and zone change to C-R for the subject site would result in a net increase of 12,252 ADT within the study area identified in the analysis – a significant impact to the transportation system. In order to maintain an adequate level of service, the applicant has stipulated to a trip cap of 3,312 ADT or an equivalent 331 p.m. peak hour trips as part of the zone change request.

The Traffic Engineering division of Public Works reviewed the submitted TIA with the proposed trip cap stipulation and has recommended the following condition:

Trip generation on the property shall not exceed 3,312 ADT until a TIA for a higher cap generation is accepted. The developer shall submit a trip accounting with any subsequent development applications showing that trip generation from the proposal will not cause the total trip generation of the subject 10.23 acres to exceed 3,312 ADT.

Facility Adequacy

Per the agency comments submitted to staff, including the Rogue Valley Sewer Services (Exhibits M-P), it can be found that there are adequate facilities to serve the future development of the site.

Other Agency Comments

Rogue Valley Sewer Services (RVSS) (Exhibit P)

The subject property is within RVSS service area, which requires that future sewer improvements be designed and constructed in accordance with RVSS standards. As a condition of approval, the applicant will be required to comply with all applicable conditions of RVSS.

Rogue Valley International-Medford Airport (Exhibit R)

The subject site is within the Airport Area of Concern (AC) zoning overlay district. In an email submitted to staff, the airport stated that the applicant will need to contact the Federal Aviation Administration (FAA) regarding filing a 7460-1 *Notice of Proposed Construction or Alteration*. As a condition of approval, the applicant will be required to provide documentation to staff confirming compliance with all FAA requirements.

Jackson County Roads (Exhibit Q)

The section of Airport Road fronting the southern boundary of the subject site is under the jurisdiction of Jackson County. Jackson County Roads' report (Exhibit Q) provided an itemized list of comments, including, but not limited to, any frontage road improvements be permitted and inspected by the City of Medford, and the recommendation that the City of Medford request road Jurisdiction. As a condition of approval, the applicant will be required to comply with all applicable requirements of Jackson County Roads.

Committee Comments

No comments were received from a committee, such as BPAC.

DECISION

At the public hearing held on July 12, 2018, the Commission voted unanimously to approve the CUP and zone change requests, and forwarded a favorable recommendation to City Council for the Comprehensive Plan Amendment request. At the recommendation of staff, the Commission added three exhibits into the record (V-X), and added conditions #11 and #12. However, the Commission voted to amend the language drafted for condition #11, striking "*or any physical expansion of the existing building*" from the condition, with the Commission feeling the language was redundant and could potentially be misconstrued.

FINDINGS AND CONCLUSIONS

Comprehensive Plan Amendment

1. *A significant change in one or more Goal, Policy, or Implementation Strategy.*

Findings

The City has completed an Urban Growth Boundary amendment to accommodate future land need, which has been formally adopted by the State, and the analysis done through that process has provided information demonstrating the need for commercial land.

Conclusions

The proposed change is consistent with pertinent Comprehensive Plan policies and implementation strategies that seek to provide an adequate supply of commercial land.

- 2. Demonstrated need for the change to accommodate unpredicted population trends, to satisfy urban housing needs, or to assure adequate employment opportunities.*

Findings

The City has completed an Urban Growth Boundary amendment to accommodate future land need, which has been formally adopted by the State, and the analysis done through that process identified a slight surplus of industrial land and a deficit in commercial land.

Conclusions

The proposed change responds to a demonstrated need for an adequate supply of commercial land and for adequate employment opportunities.

- 3. The orderly and economic provision of key public facilities.*

Findings

Per the agency comments submitted to staff, including the Rogue Valley Sewer Services (Exhibits M-P), it can be found that there are adequate facilities to serve the future development of the site as a commercial development. Additionally, the trip cap stipulation on the site to limit traffic generation will ensure there will be no significant impact to the transportation system based upon the change in designation from General Industrial to Commercial.

Conclusions

Sufficient facilities exist to accommodate the proposed classification change.

- 4. Maximum efficiency of land uses within the current urbanizable area.*

Findings

A designation change to a commercial designation will allow for the land to be used for both commercial and residential uses, and would not eliminate possible residential uses of the site.

Conclusions

The proposed designation change would mean the land could be used for both commercial and residential uses – a more efficient and versatile use of land than the limited uses permitted under the site's current Industrial designation.

5. *Environmental, energy, economic, and social consequences.*

Findings

Environmental: The subject area is already within the UGB, and thus has already met tests concerning environmental impacts; a change of designation does not affect suitability for urbanization.

Energy: A designation change to CM would not pose any discernable energy consequences, as the site is located within the UGB, and thus has already met tests concerning environmental impacts; change of designation does not affect suitability for urbanization.

Economic: The City has completed an Urban Growth Boundary amendment to accommodate future land need, which has been formally adopted by the State, and the analysis done through that process identified a slight surplus of industrial land and a deficit in commercial land, and thus employment opportunities.

Social: The surrounding area of the subject site is a mix of industrial and commercial uses. The changing of the subject site (TL 500) to the Commercial (CM) GLUP will result in the site abutting other property also designated with the CM GLUP. The proposed change to the subject site is not anticipated to have a negative social consequence as the surrounding area is already a mix of commercial and industrial uses.

Conclusions

Environmental: No discernable environmental consequences would result with the proposed change of designation.

Energy: No discernable energy consequences would result with the proposed change of designation.

Economic: The proposed change of designation would reduce the deficit of commercial land within the UGB, thereby providing additional employment opportunities.

Social: No discernable social consequences would result with the proposed change of designation.

6. *Compatibility of the proposed change with other elements of the City Comprehensive Plan.*

Findings

Economic Element

Policy 1-5: The City of Medford shall assure that adequate commercial and industrial lands are available to accommodate the types and amount of economic development needed to support the anticipated growth in employment in the City of Medford and the region.

Implementation 1-5-b: Reduce projected deficits in employment lands by changing GLUP Map designations within the existing Urban Growth Boundary.

Conclusions

This proposed change does supply a small amount of the projected need for Commercial land.

7. *All applicable Statewide Planning Goals.*

Goal 1 – Citizen Involvement

Findings

Goal 1 requires the City to have a citizen involvement program that sets the procedures by which affected citizens will be involved in the land use decision process, including participation in the quasi-judicial revision of the Comprehensive Plan. The City of Medford has an established citizen-involvement program consistent with Goal 1 that includes public review of proposed Comprehensive Plan amendments by the Planning Commission and City Council.

Conclusions

By following the standard notification and comment procedure, the City provided adequate opportunities for citizen input.

Goal 2 – Land Use Planning

Findings

The City has a land use planning process and policy framework in the form of a Comprehensive Plan and development regulations in Chapter 10 of the Municipal Code that comply with Goal 2. These are the bases for decisions and actions.

Conclusions

There is an adequate factual basis for the proposed designation change.

Goal 3 – Agricultural Lands

Not Applicable.

Goal 4 – Forest Lands

Not Applicable.

Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Spaces

Not Applicable.

Goal 6 – Air, Water and Land Resources Quality

Findings

There are no streams on the property that would be impacted. The land in question is not classified as a resource in terms of agriculture because it is classified as urbanizable.

Conclusion

The proposed change will have no discernable effect on the production of pollutants. There are no water or land resource quality impacts.

Goal 7 – Areas Subject to Natural Hazards
Not Applicable.

Goal 8 – Recreation
Not Applicable.

Goal 9 – Economic Development

Findings

Goal 9 outlines that Comprehensive Plans shall *“provide for at least an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and commercial uses consistent with plan policies.”*

Conclusion

The proposed change will provide additional commercial land in the existing urban area – a land use designation in which the recent UGB analysis demonstrated as being deficient.

Goal 10 – Housing

Findings

Goal 10 requires that *“plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type, and density.”* A designation change to commercial will allow for the land to be used for both commercial and residential uses, while housing is largely prohibited within zones permitted under the General Industrial designation.

Conclusion

The proposed designation change will create a potential for the expansion of the City’s existing housing stock.

Goal 11 – Public Facilities and Services

Findings

Refer to findings under Criterion 3 above.

Conclusion

Refer to conclusions under Criterion 3 above.

Goal 12 – Transportation

Findings

The *Transportation Planning Rule* (OAR 660-012) requires cities to have plans to accommodate anticipated transportation system needs. A traffic impact analysis was provided with this proposal and the corresponding zone change.

Conclusion

The submitted traffic impact analysis states that the potential development associated with the proposed GLUP designation change and zone change would generate approximately 12,252 trips – a significant impact to the public transportation system. However, the traffic engineering division of the Public Works Department has reviewed the analysis and concluded that with the enforcement of the trip cap stipulation, limiting traffic generation, the change of designation will not significantly impact the surrounding system facilities.

Goal 13 – Energy Conservation

Not Applicable.

Goal 14 – Urbanization

Not Applicable.

Goals 15- 19 are not applicable.

Zone Change

Findings

Staff finds that, in regards to Criterion 1, there is adequate evidence in the record to demonstrate that the proposal is consistent with the CM General Land Use Plan Map designation, and a Traffic Impact Analysis has been provided, reviewed, and approved by the Public Works Department to ensure consistency with the Transportation System Plan; with the overall area of the site exceeding three acres, and fronting upon an arterial street, the locational criteria for a change of zone to C-R are met, and the changing of the easterly parcel's (Tax Lot 503) zoning to C-R will bring its zoning into compliance with its current Commercial GLUP designation. In regards Criterion 2, the agency comments included as Exhibits M through P, together with the submitted Traffic Impact Analysis (TIA) establishing a trip cap to ensure traffic generation will not adversely impact the public street network, demonstrate that there are adequate Category A facilities available to serve the subject site.

Conclusion

Based on staff's aforesaid findings, the Commission can find that the criteria are met.

Conditional Use Permit (CUP)

Findings

Staff finds that, in regards to Criterion 1, the proposed use of the property as an elementary school will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional: as the proposed location does not abut residential property, all abutting property has already been developed, the use of the site as the location of an elementary school is a less intense use – in terms of potential noise,

vibration, air pollution, and glare generation – than many of the uses permitted by-right in the C-R zoning district, and the trip cap stipulation will ensure there will be no significant impact to the transportation system based upon the change in designation from General Industrial to Commercial.

Conclusion

Based on staff's aforementioned findings, the Commission can find that the criteria are met.

RECOMMENDED ACTION

Adopted the findings as recommended by staff and directed staff to prepare Final Orders for approval of ZC-18-055 and CUP-18-056 per the Planning Commission report dated July 12, 2018, including Exhibits A through U; and, based on the Findings and Conclusions that all the approval criteria are met or not applicable, forward a favorable recommendation to City Council for approval of CP-18-054.

EXHIBITS

- A-1 **Conditions of Approval (revised) dated July 12, 2018.**
- B CUP Plan, received June 26, 2018.
- C Conceptual Site Plan, received May 18, 2018.
- D Conceptual Stormwater Plan, received June 5, 2018.
- E Applicant's vicinity map, received April 23, 2018.
- F Zoning Map, received April 23, 2018.
- G Proposed Zoning Map, received April 23, 2018.
- H GLUP Map, received April 23, 2018.
- I Accessor's Map, received April 23, 2018.
- J Applicant's Findings of Fact (GLUP Amendment), received April 23, 2017.
- K Applicant's Findings of Fact (Zone Change), received April 23, 2017.
- L Applicant's Findings of Fact (CUP), received April 23, 2017.
- M Public Works Staff Report, received June 13, 2018.
- N Medford Water Commission memo & associated map, received June 13, 2018.
- O Medford Fire Department Report, received June 13, 2018.
- P Rogue Valley Sewer Services (RVSS) report, received June 4, 2018.
- Q Jackson County Roads report, received June 6, 2018.
- R Rogue Valley International-Medford Airport memo, received June 8, 2018.
- S Rogue River Valley Irrigation District (RRVID), received June 4, 2018.
- T TIA summary, submitted to Public Works on May 30, 2018.
- U Public Works review of TIA, dated June 13, 2018.
- V **Public Works staff report (CUP), dated July 2, 2018.**
- W **Letter of support from RSA, Inc., received July 10, 2018.**
- X **City Surveyor memo, received May 31, 2018.**
Vicinity map

PLANNING COMMISSION AGENDA:

JULY 12, 2018

JULY 26, 2018

Patrick Miranda, Chair

EXHIBIT A-1

Grace Christian School
CP-18-054 / ZC-18-055 / CUP-18-056
Conditions of Approval
July 12, 2018

CODE REQUIRED CONDITIONS

1. The change of zone (ZC-18-055) shall be effective upon City Council approval of the General Land Use Plan (GLUP) map amendment (CP-18-054).
2. The Conditional Use Permit (CUP-18-056) shall be contingent on concurrent approval of the zone change (ZC-18-055), and effective upon City Council approval of the General Land Use Plan (GLUP) map amendment (CP-18-054).

Prior to the issuance of a building permit, the applicant shall:

3. Comply with all conditions stipulated by the Public Works Department (Exhibit M).
4. Comply with all conditions stipulated by the Medford Water Commission (Exhibit N).
5. Comply with all requirements of the Medford Fire Department (Exhibit O).
6. Comply with all requirements of the Rogue Valley Sewer Services (Exhibit P).
7. Comply with all requirements of Jackson County Roads (Exhibit Q).
8. Comply with all requirements of the Federal Aviation Administration (FAA) (Exhibit R).
9. Comply with all requirements of the Rogue River Valley Irrigation District (Exhibit S).
10. Submit plans showing a minimum of eight bicycle spaces provided for the future use of the site as an elementary school, as required per MLDC 10.743-1.

As part of the Conditional Use Permit (CUP), the proposed school shall:

11. Be limited to a maximum of 400 students until the applicant has provided an updated traffic analysis studying the impacts of a larger number of students. Any proposed expansion of the student enrollment beyond 400 students will require the approval of a revision to the approved CUP to be heard by the Planning Commission.

DISCRETIONARY CONDITION

The applicant shall:

12. Provide evidence to staff confirming that the two subject tax lots were legally established.



Medford – A fantastic place to live, work and play

CITY OF MEDFORD

LD Date: 6/13/2018
Revised Date: 7/2/2018
File Number: CUP-18-056

PUBLIC WORKS DEPARTMENT STAFF REPORT
555 Airport Road
Grace Christian Elementary School

Project: Request for consideration of a Conditional Use Permit (CUP) to allow an elementary school use (Grace Christian Elementary School: existing private school currently located at 649 Crater Lake Avenue).

Location: To occupy the existing building on the subject Tax Lot 500, and for a 1.3-acre portion of the adjacent/vacant Tax lot 503 to be used as an associated sports/recreation field (372W12A TL 500 & 372W12A TL 503).

Applicant: Applicant, 555 Airport Road, LLC; Agent, CSA Planning, Ltd; Planner, Dustin Severs.

NOTE: The items listed here shall be completed and accepted prior to the respective issuances of permits and certificates:

Prior to issue of the first building permit, the following items shall be completed and accepted:

- Submittal and approval of plans for site grading and drainage, and detention, if applicable.
- Completion of all public improvements, if required. The Applicant may provide security for 120% of the improvements prior to issuance of vertical building permits. Construction plans for the improvements shall be approved by the Public Works Engineering Division prior to acceptance of security.
- Items A – D, unless noted otherwise.

Prior to issue of Certificate-of-Occupancy for completed structures, the following items shall be completed and accepted:

- Paving of all on-site parking and vehicle maneuvering areas
- Certification by the design Engineer that the stormwater quality and detention system was constructed per the approved plan, if applicable.
- Completion of all public improvements, if applicable.

A. STREETS

1. Dedications

Biddle Road is classified as a Major Arterial street within the Medford Land Development Code (MLDC) Section 10.428. **No additional right-of-way is required.**

Airport Road is classified as a Commercial street, and in accordance with Medford Land Development Code (MLDC) Section 10.430, it requires a total right-of-way width of 63-feet. Prior to issuance of any permit for construction, the developer shall dedicate for public right-of-way, sufficient width of land along the entire frontage of this development to comply with the half width of right-of-way, which is 31.5-feet. **The Developer's surveyor shall verify the amount of additional right-of-way required.**

In accordance with MLDC 10.471, **the property owner shall dedicate a 10-foot wide public utility easement (PUE)** adjacent to the proposed right-of-way line along this Developments entire frontage.

The right-of-way and PUE dedications shall be submitted directly to the Engineering Division of the Public Works Department. The submittal shall include: right-of-way and PUE dedications, a copy of a current lot book report, preliminary title report, or title policy; a mathematical closure report (if applicable), and the Planning Department file number, all for review and signature acceptance by the City Engineer prior to recordation by the applicant. Releases of interest shall be obtained by holders of trust deeds or mortgages on the areas dedicated.

2. Public Improvements

a. Public Streets

Biddle Road – All street section improvements, with the exception of a planter strip and sidewalk, have been completed in close conformance with current standards, including pavement, curb and gutter. With future development of TL 503, a 5-foot wide sidewalk with a 10-foot planter strip is required along this developments frontage in accordance with MLDC 10.428.

Airport Road shall be improved to Commercial street standards in accordance with the MLDC, Section 10.430. The Developer shall improve the north half plus 12-feet south of the centerline, or to the far edge of the existing pavement, whichever is greater, along the frontage.

As an option, the Developer may elect to provide evidence of the existing structural section to Public Works for consideration in order to determine if the extent of construction may be reduced. Depending on the results, the Developer still may be responsible for the improvements noted above or at minimum improve the remainder of the north half of Airport Road from a point 1-foot inside the existing edge of pavement.

b. Street Lights and Signing

The developer shall provide and install in compliance with Section 10.495 of the Medford

Municipal Code (MMC). Based on the preliminary plan submitted, the following number of street lights and signage will be required:

Street Lighting – Developer Provided & Installed:

- A. Biddle Road** (With future development of TL 503.)
 - a. 2 – Type A-400
- B. Airport Road**
 - a. 2 – Type C-250
 - b. 1 – Base Mounted Cabinet (BMC)

Traffic Signs and Devices – City Installed, paid by the Developer:

- A. None

Numbers are subject to change if changes are made to the plans. All street lights shall be installed per City standards and be shown on the public improvement plans. Public Works will provide preliminary street light locations upon request. All street lights shall be operating and turned on at the time of the final “walk through” inspection by the Public Works Department.

The Developer shall be responsible for the preservation and re-installation of all signs removed during demolition and site preparation work. The Developer’s contractor shall coordinate with the City of Medford Public Works, Maintenance and Operations Division to remove any existing signs and place new signs provided the Developer.

c. Pavement Moratoriums

There is no pavement cutting moratorium currently in effect along this frontage.

The developer shall be responsible for notifying by certified letter all utility companies, as well as all current property owners of parcels which are adjacent to any Public Street being constructed or paved as part of this project. The letter shall inform the utility companies and property owners of the City's street moratorium policy with respect to pavement cutting for future utility services. The utility companies and property owners shall be given the opportunity to install utility services within the right-of-way prior to paving and the subsequent moratorium. Notifications shall be mailed by the Developer at least 6 months before a street is resurfaced or rebuilt per Medford Municipal Code (MMC), Section 3.070. Copies of the certifications shall be submitted to the City Engineer with the submittal of the preliminary construction drawings.

d. Soils Report

The Developer’s Engineer shall obtain a soils report to determine if there is shrink-swell potential in the underlying soils in this development. If they are present, they shall be accounted for in the roadway and sidewalk design within this Development. The soils report shall be completed by a licensed Geotechnical Engineer in the state of Oregon.

3. Access to Public Street System

Per MMC 10.550, no access to Biddle Road shall be allowed unless warranted through a Traffic

Impact Analysis (TIA) completed in accordance with MLDC 10.550.3.c.4. The curb cut on Biddle Road shall be replaced with full height curb and gutter with the development of the sports field and driveway on tax lot 503.

Airport Road is proposed to be upgraded to a Minor Collector when the Transportation System Plan (TSP) update is adopted, which will result in future “no parking” restrictions.

Discretionary (would be required if Airport Road was a collector): The existing Airport Road driveway on tax lot 500 shall be replaced with a 20-foot radius approach.

4. Transportation System

Public Works received a Traffic Impact Report from Southern Oregon Transportation Engineering, dated April 20, 2018, with addendums dated May 30, 2018 and June 13, 2018 and titled, “Grace Christian Conditional Use Permit and Conceptual Plan Traffic Findings” for the property Identified as 372W12A500 and 503. The report studies the impact of a CUP for a private school on a 5.66 acre portion of two lots totaling 10.21 acres. Public Works has also received reports supporting Comprehensive Plan Amendment and Zone Change Applications.

The information provided shows that the trips generated from the operation of a school on this site will not have a significant adverse impact on the surrounding area when compared to the impacts of permitted development that is not classified as conditional.

Public Works recommends that the following condition be imposed on the Zone Change:

The approval of the CUP application should include a cap of 400 students, until the impacts of a larger number of students has been studied.

5. Section 10.668 Analysis

To support a condition of development that an applicant dedicates land for public use or provide a public improvement, the Medford Code requires a nexus and rough proportionality analysis which is essentially a codification of the constitutional provisions in Nollan and Dolan cases.

10.668 Limitation of Exactions

Notwithstanding any other provisions of this Chapter 10, an applicant for a development permit shall not be required, as a condition of granting the application, to dedicate land for public use or provide public improvements unless:

(1) the record shows that there is an essential nexus between the exaction and a legitimate government purpose and that there is a rough proportionality between the burden of the exaction on the developer and the burden of the development on public facilities and services so that the exaction will not result in a taking of private property for public use, or

(2) a mechanism exists and funds are available to fairly compensate the applicant for the excess burden of the exaction to the extent that it would be a taking.

1. **Nexus to a legitimate government purpose**

The purposes for these dedications and improvements are found throughout the Medford Code, the Medford Transportation System Plan, and the Statewide Planning Rule, and supported by sound public policy. Those purposes and policies include, but are not limited to: development of a balanced transportation system addressing all modes of travel, including motor vehicles, transit, bicycles, emergency services and pedestrians. Further, these rights-of-way are used to provide essential services such as sanitary sewer, domestic water and storm drains to serve the developed parcels. It can be found that the listed right-of-way dedications and improvements have a nexus to these purposes and policies.

2. **Rough proportionality between the dedications and improvements, and the impacts of development.**

No mathematical formula is required to support the rough proportionality analysis. Furthermore, benefits to the development resulting from the dedication and improvements when determining “rough proportionality” have been considered, including but not limited to: increased property values, intensification of use, as well as connections to municipal services and the transportation network.

As set forth below, the dedications and improvements recommended herein can be found to be roughly proportional to the impacts reasonably anticipated to be imposed by this development.

Airport Road:

The additional right-of-way will provide the needed width for an 8-foot planter strip and 5-foot sidewalk on **Airport Road**. The planter strip moves pedestrians a safe distance from the edge of the roadway. Airport Road will be the primary routes for pedestrians traveling to and from this development. All developments in Medford are required to construct their frontage sidewalk and therefore this is roughly proportional.

Local street construction requirements identified by the Public Works Department and required by the City are the minimum required to protect the public interest and are necessary for additional or densification of development in the City without detracting from the common good enjoyed by existing properties.

Local street right-of-way dedication and construction requirements identified by the Public Works Department and required by the City are the minimum required to protect the public interest and are necessary for additional or densification of development in the City without detracting from the common good enjoyed by existing properties. Developments are required to provide all internal local streets and half-street improvements to abutting streets, including associated right-of-way dedications, to ensure that new development and density intensification provides the current level of urban services and adequate street circulation is maintained.

The additional street lighting on Airport Road will provide the needed illumination to meet current MLDC requirements.

Dedication of the Public Utility Easements (PUEs) will benefit development by providing public utility services, which are out of the roadway and more readily available to each lot or building being served. The additional traffic of all modes of travel generated by this proposed development supports the dedication and improvements for all modes of travel and utilities. As indicated above, the area required to be dedicated for this development is necessary and roughly proportional to that required in similar developments to provide a transportation system that meets the needs for urban level services.

B. SANITARY SEWERS

This site lies within the Rogue Valley Sewer Service (RVSS) area. The Developer shall contact RVSS for conditions of connection to the sanitary sewer collection system.

C. STORM DRAINAGE

1. Drainage Plan

A comprehensive drainage plan showing the project's impacted site with sufficient information to determine the direction of runoff to the existing or proposed drainage system, and also showing elevations of the proposed drainage system (if applicable), shall be submitted with the first building permit application for approval.

The Developer shall provide copies of either a Joint Use Maintenance Agreement or a private stormdrain easement for any stormwater draining onto or from adjacent private property.

A Site/Utility Plan shall be submitted with the building permit application to show the location of existing or proposed stormdrain lateral/s for the site.

All private storm drain lines shall be located outside of the public right-of-way and/or any public utility easements (PUE).

2. Grading

A comprehensive grading plan showing the relationship between adjacent property and the proposed development will be submitted with the improvement plans for approval. Grading on this development shall not block drainage from an adjacent property or concentrate drainage onto an adjacent property without an easement. The Developer shall be responsible that the final grading of the development shall be in compliance with the approved grading plan.

3. Mains and Laterals

The Developer shall show all existing and proposed Storm Drain mains and easements on the Conceptual Grading and Drainage Plan and the final Construction Plans.

All public storm drain mains shall be located in paved public streets or within easements. All manholes shall be accessible by paved, all-weather roads within an access easement. All easements shall be shown on the public improvement plans, if required.

4. Detention and Water Quality

Stormwater quality and detention facilities shall be required in accordance with MLDC Section 10.481, 10.486 and 10.729.

It appears that this development is on soils classified as belonging to the Type B hydrologic soil group as mapped by the Soil Survey of Jackson County, and on a slope of 5% or less. As such, the project will need to implement Low Impact Development techniques as listed in the Rogue Valley Stormwater Quality Design Manual. The Applicant may elect to test the soil to determine classification, and if so, testing must be conducted by a licensed Geotechnical Engineer in the state of Oregon.

If the proposed development is to be constructed in phases, then each phase will be required to have its own stormwater detention and water quality treatment. If the Developer desires to do so, a Stormdrain Masterplan may be submitted in lieu of requiring each phase to have separate stormwater detention and water quality treatment. The Stormdrain Masterplan shall be submitted and reviewed with each phase's construction plans and shall be constructed with any phase to be served by the facility.

5. Certification

Upon completion of the future expansion, and prior to certificate of occupancy of the building, the Developer's design Engineer shall certify that the construction of the stormwater quality and detention system was constructed per plan. Certification shall be in writing and submitted to the Engineering Division of Public Works. Reference Rogue Valley Stormwater Quality Design Manual, Appendix I, Technical Requirements.

6. Erosion Prevention and Sediment Control

All development that disturbs 5,000 square feet or greater shall require an Erosion Prevention and Sediment Control Plan. Developments that disturb one acre and greater shall require a 1200C permit from the Department of Environmental Quality (DEQ). Erosion Prevention and Sediment Control Plans shall be submitted to the Building Department with the project plans for development. All disturbed areas shall be covered with vegetation or properly stabilized prior to certificate of occupancy.

D. GENERAL CONDITIONS

1. Design Requirements and Construction Drawings

All public improvements shall be constructed in accordance with the "Engineering Design Standards for Public Improvements", adopted by the Medford City Council. Copies of this document are available in the Public Works Engineering office.

2. Construction Plans

Construction drawings for any public improvements for this project shall be prepared by a professional engineer currently licensed in the State of Oregon, and submitted to the Engineering

Division of Medford Public Works Department for approval. Construction drawings for public improvements shall be submitted only for the improvements to be constructed with each phase. Approval shall be obtained prior to beginning construction. Only a complete set of construction drawings (3 copies) shall be accepted for review, including plans and profiles for all streets, minimum access drives, sanitary sewers, storm drains, and street lights as required by the governing commission's Final Order, together with all pertinent details and calculations. A checklist for public improvement plan submittal can be found on the City of Medford, Public Works web site (<http://www.ci.medford.or.us/Page.asp?NavID=3103>). The Developer shall pay a deposit for plan review and construction inspection prior to final plan approval. Public Works will keep track of all costs associated with the project and, upon our acceptance of the completed project, will reconcile the accounting and either reimburse the Developer any excess deposit or bill the Developer for any additional amount not covered by the deposit. The Developer shall pay Public Works within 60 days of the billing date or will be automatically turned over for collections.

In order to properly maintain an updated infrastructure data base, the Surveyor of Record shall submit an as-built survey prior to the Final Inspection and, the Engineer of Record shall submit mylar "as-constructed" drawings to the Engineering Division within sixty (60) calendar days of the Final Inspection (walk through). Also, the engineer shall coordinate with the utility companies, and show all final utility locations on the "as built" drawings.

3. Construction and Inspection

The Developer or Developer's contractor shall obtain appropriate right-of-way permits from the Department of Public Works prior to commencing any work within the public right-of-way that is not included within the scope of work described within approved public improvement plans. Pre-qualification is required of all contractors prior to application for any permit to work in the public right-of-way.

Contractors proposing to do work on public streets, sewers, or storm drains shall 'prequalify' with the Engineering Division prior to starting work. Contractors shall work off a set of public improvement drawings that have been approved by the City of Medford Engineering Division. Any work within the County right-of-way shall require a separately issued permit from the County.

For City of Medford facilities, the Public Works Maintenance Division requires that public sanitary sewer and storm drain mains be inspected by video camera prior to acceptance of these systems by the City.

Where applicable, the Developer shall bear all expenses resulting from the adjustment of manholes to finish grades as a result of changes in the finish street grade.

4. Site Improvements

All on-site parking and vehicle maneuvering areas related to this development shall be paved in accordance with MLDC, Section 10.746, prior to issuance of certificate of occupancy for any structures on the site. Curbs shall be constructed around the perimeter of all parking and

maneuvering areas that are adjacent to landscaping or unpaved areas related to this site. Curbs may be deleted or curb cuts provided wherever pavement drains to a water quality facility.

5. System Development Charges (SDC)

New buildings in this development are subject to street, sanitary sewer treatment, collection and stormdrain system development charges (SDC). All SDC fees shall be paid at the time individual building permits are issued.

Prepared by: Doug Burroughs

Revised by: Jodi K Cope/Doug Burroughs

SUMMARY CONDITIONS OF APPROVAL

555 Airport Road

Grace Christian Elementary School

CUP-18-056

A. Streets:

1. Street Dedications to the Public:

- **Biddle Road** – No additional right-of-way required.
- **Airport Road** – Dedicate additional right-of-way.
- Dedicate 10-foot Public Utility Easement (PUE) along the frontage.

2. Improvements:

Public Streets

- **Biddle Road** requires a 5-foot wide sidewalk and 10-foot planter strip, with future development of TL 503.
- Improve **Airport Road** to Commercial street standards.

Lighting and Signing

- Developer supplies and installs all street lights at own expense.
- City installs traffic signs and devices at Developer's expense.

Access to Public Street System

- Driveway access to the proposed development shall comply with MLDC 10.550.
- No direct access to Biddle Road.

Transportation System

- Approval to include cap of 400 students.

Other

- No pavement moratorium currently in effect along this frontage to Biddle Road or Airport Road.
- Provide pavement moratorium letters.
- Provide soils report.

B. Sanitary Sewer:

- The site is situated within the RVSS area.

C. Storm Drainage:

- Provide a comprehensive grading and drainage plan.
- Provide water quality and detention facilities, calculations and O&M Manual.
- Provide Engineers certification of stormwater facility construction.
- Provide copy of an approved Erosion Control Permit (1200C) from DEQ for this project.

- = City Code Requirement
- = Discretionary recommendations/comments

The above summary is for convenience only and does not supersede or negate the full report in any way. If there is any discrepancy between the above list and the full report, the full report shall govern. Refer to the full report for details on each item as well as miscellaneous requirements for the project, including requirements for public improvement plans (Construction Plans), design requirements, phasing, draft and final plat processes, permits, system development charges, pavement moratoriums and construction inspection.



RICHARD STEVENS & ASSOCIATES, INC.

P.O. Box 4368
Medford, OR 97501

100 E. Main St., Suite O
Phone: (541) 773-2646
Fax: (541) 858-8947

E-mail: rseo@mind.net
Website: rsaoregon.com

Dustin Severs, Planner III
Medford Planning Department
200 S. Ivy Street
Medford, OR 97501

RE: CP-18-054; ZC-18-055; CUP-18-056

Dear Mr. Severs,

Our firm, Richard Stevens & Associates, Inc., has been retained to represent the neighboring property owners, Columbia Care, located at 503 Airport Road for their change of zoning application. This correspondence is provided to demonstrate our clients support for the file numbers listed above for the Commercial designation on the GLUP map and change of zoning to Regional Commercial on Tax Lots 500 and 503, 37-2W-12A.

If you have any questions, don't hesitate to give me a call at 541-773-2646, or email me at cstevens@mind.net.

Sincerely,

Richard Stevens & Associates, Inc.
Clark Stevens

CITY OF MEDFORD
EXHIBIT # W
File # CP-18-054/
ZC-18-055/CUP-18-056

Kaiser Surveying
P.O. Box 1046
Eagle Point, OR 97524

Exhibit "B"

Bary D. Kaiser
R.P.L.S. ORE. 52923

Phone: (541) 830-3995
Bary@KaiserSurveying.com
APR 23 2018

RECEIVED

DESCRIPTION OF TAX LOT Nos. 372W 12A - 500, 503 AND ADJACENT ROADWAYS PLANNING DEPT.

FOR: J.R. Development LLC & 555 Airport Road LLC

Beginning at the Southwest corner of Lot 4 of AIRPORT BUSINESS PARK SUBDIVISION, in the City of Medford, Jackson County, Oregon, according to the official plat thereof, now of record; Thence along the Southerly boundary of said Lot 4, North 89° 50' 00" East, 257.19 feet (record = South 89° 50' 25" East, 257.13 feet) to the Southeast corner of said Lot 4, also being the Northeasterly corner of tract described as TRACT A in Instrument No. 2017-043105 of the Official Records of said County; Thence South 0° 19' 05" East, 127.44 feet (record = South, 127.49 feet) to intersect the Northerly boundary of tract described as TRACT B in said Instrument No. 2017-043105, at the Southeasterly corner of said TRACT A; Thence along the said Northerly boundary of TRACT B, North 89° 48' 16" East (record = South 89° 53' 10" East), 290.83 feet to the 5/8" rebar with plastic cap found set for the Northeasterly corner of said TRACT B, also being the Northwesterly corner of tract described in Instrument No. 2018-001121 of said Official Records; Thence along the Northerly boundary of last said tract, continuing North 89° 48' 16" East, 324.02 feet (record = South 89° 53' 10" East, 324.08 feet) to intersect the Southwesterly right-of-way line of Biddle Road at a 5/8" rebar with plastic cap found set for the Northeasterly corner of said tract; Thence perpendicular to said Road line, North 57° 15' 51" East, 60.00 feet to intersect the centerline of said Biddle Road; Thence along said Road centerline, South 32° 44' 09" East, 696.69 feet to intersect the centerline of Airport Road; Thence leaving said Biddle Road centerline along the centerline of said Airport Road, South 89° 48' 13" West, 948.83 feet to intersect the Southerly extension of the Westerly boundary of said tract described as TRACT B in Instrument No. 2017-043105 of said Official Records; Thence North 0° 15' 44" West, 30.00 feet to the Southerly Southwest corner of said TRACT B; Thence North 0° 15' 44" West (record = North 0° 02' 35" East), 375.00 feet to an angle point on said TRACT B boundary; Thence South 89° 48' 13" West (record = North 89° 53' 10" West), 348.00 feet to the Westerly Southwest corner of said TRACT B; Thence along the Westerly boundary of said TRACT B and the Northerly extension thereof, North 0° 15' 48" West, (record = North 0° 02' 35" East), 277.64 feet to THE POINT OF BEGINNING. Containing 11.82 acres.

February 26, 2018

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Bary D Kaiser

OREGON
JULY 15, 2003
BARY D. KAISER
CITY OF MEDFORD

EXP. EXHIBIT #9
File # ZC-18-055/CUP-18-056

BEFORE THE MEDFORD PLANNING COMMISSION

STATE OF OREGON, CITY OF MEDFORD

IN THE MATTER OF TENTATIVE PLAT APPROVAL FOR

TRAVIS COLLEY [LDP-18-068]

)
)
)

ORDER

ORDER granting approval of a request for tentative plat approval of File No. LDP-18-068, as follows:

A proposed two-lot partition on a 0.4-acre parcel located at 1475 Crater Lake Avenue and 1694 Grand Avenue within the SFR-4 (Single-Family Residential – 2.5 to 4 dwelling units per gross acre) zoning district (371W19AB5400).

WHEREAS:

1. The Planning Commission has duly accepted the application filed in accordance with the Medford Land Development Code, Sections 10.265 through 10.267; and
2. The Medford Planning Commission has duly held a public hearing on the request for consideration of tentative plat approval described above, with a public hearing a matter of record of the Planning Commission on July 12, 2018; and
3. At the public hearing on said tentative plat, evidence and recommendations were received and presented by the developer and Planning Department Staff; and
4. At the conclusion of said hearing, after consideration and discussion, the Medford Planning Commission, upon a motion duly seconded granted tentative plat approval and directed staff to prepare the final order with all conditions and findings set forth for the granting of the tentative plat approval.

THEREFORE LET IT BE HEREBY ORDERED that the tentative plat for Travis Colley, stands approved per the Staff Report dated July 3, 2018, and subject to compliance with all conditions contained therein.

AND LET IT FURTHER BE OF RECORD, that the action of the Planning Commission in approving this request for tentative plat approval is hereafter supported by the findings referenced in the Staff Report dated July 3, 2018.

BASED UPON THE ABOVE, the Planning Commission determined that the tentative plat is in conformity with the provisions of law and Section 10.270 Land Division Criteria of the Land Development Code of the City of Medford.

Accepted and approved this 26th day of July, 2018.

CITY OF MEDFORD PLANNING COMMISSION

Planning Commission Chair

ATTEST:

Planning Department Representative



Planning Department

Working with the community to shape a vibrant and exceptional city

STAFF REPORT – EXTENSION OF TIME

PROJECT Larson Creek Trail, Segment II - Black Oak to Ellendale
Applicant: Medford Public Works Dept.; Agent: Richard Stevens & Assoc.

FILE NO. CUP-17-053

TO Planning Commission *for 07/26/2017 hearing*

FROM Liz Conner, Planner II

REVIEWER Kelly Akin, Assistant Planning Director *ka.*

DATE July 5, 2018

Request

Consideration of request for a one-year extension of time for the Conditional Use Permit approval for Larson Creek Trail Segment II, which extends from Ellendale Drive to Black Oak Drive. The project includes two pedestrian bridges, fence relocation and improvements spanning approximately 7.32 acres within the Larson Creek Riparian Corridor. (371W32AA, portions of Tax Lots 200, 300, 400 and 500 and 371W32AB, portions of Tax Lots 3100, 1100 and 3000.)

Background

Planning Commission adopted the Final Order granting approval of the project on July 13, 2017. The applicant is requesting an extension of time as allowed under Medford Land Development Code (MLDC) Section 10.250.

Project Review

Per MLDC Section 10.250, extensions shall be based on findings that the facts upon which the application was first approved have not changed to an extent sufficient to warrant refile of the application. It can be found that neither the circumstances of approval nor applicable site development standards have changed to a degree that warrants refile of the application. This is the only extension allowed under the Medford Land Development Code.

Recommended Action

Approve the one-year time extension to July 13, 2019 for CUP-17-053 per the Staff Report dated July 5, 2018

Exhibits

- A Letter requesting extension received July 3, 2018
- B Approved site plan
Vicinity Map

Liz A. Conner

From: John K. Wilcox
Sent: Tuesday, July 03, 2018 8:58 AM
To: Liz A. Conner
Subject: Larson Creek Trail Segment II CUP extension

Liz,

Can you please grant us an extension on our CUP for Larson Creek trail Segment II?

Thanks,

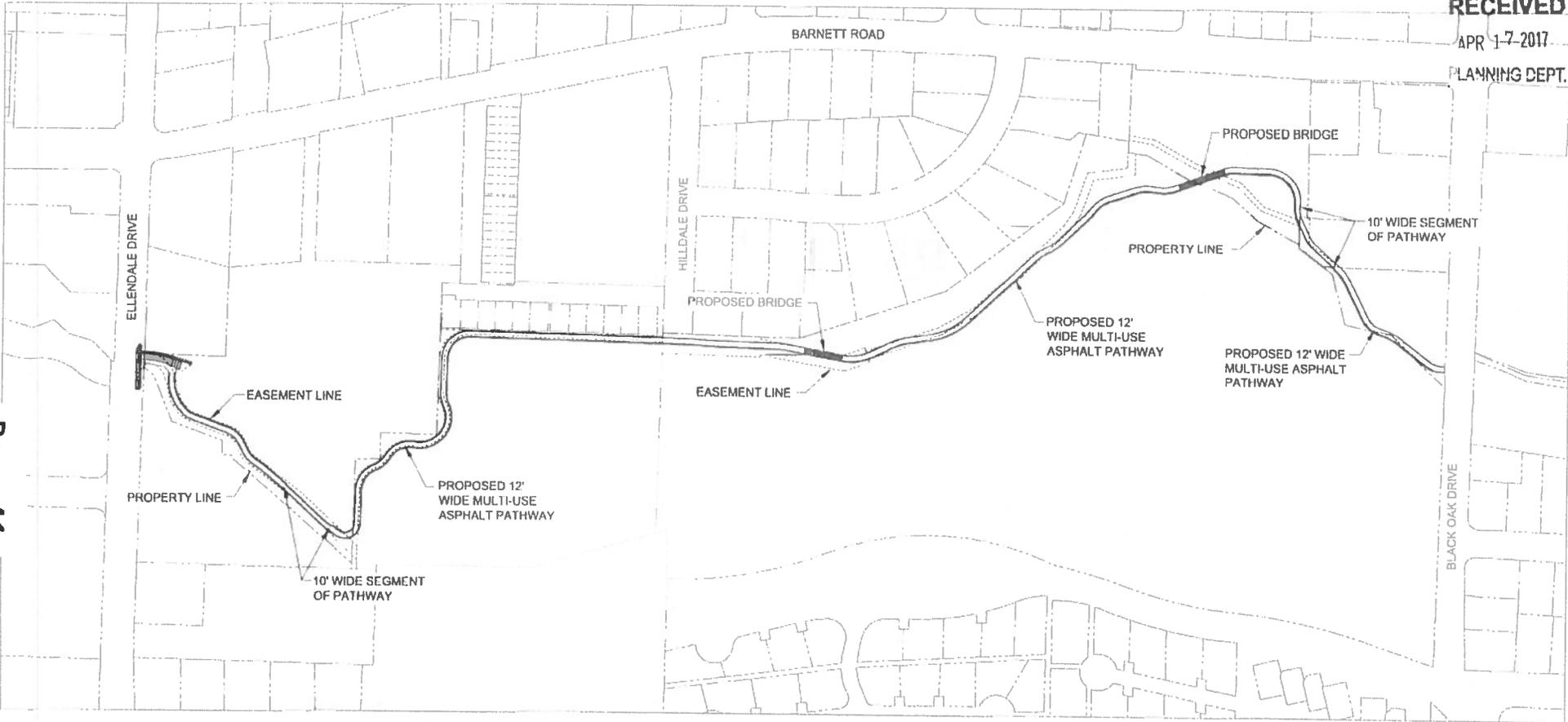
John Wilcox, P.E.
City of Medford
Public Works/Engineering
Ph: 541-774-2135
200 South Ivy Street
Medford, OR 97501

RECEIVED

APR 17 2017

PLANNING DEPT.

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LEGEND

-  PROPERTY LINE
-  EASEMENT LINE
-  PATHWAY



SCALE
1" = 200'

CITY OF MEDFORD
EXHIBIT # D
File # CUP-17-053

EXHIBIT A-2



Project Name:

**Larson Creek Trail
Segment 2**

Map/Taxlot:

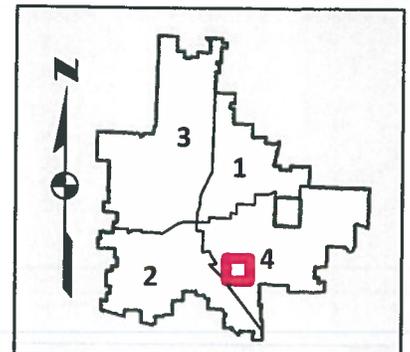
371W 32



05/10/2017

Legend

-  Larson Creek Trail, Segment 2
-  Medford Zoning
-  Tax Lots





Planning Commission

Minutes

From Public Hearing on July 12, 2018

The regular meeting of the Planning Commission was called to order at 5:30 PM in the City Hall Council Chambers on the above date with the following members and staff in attendance:

Commissioners Present

Patrick Miranda, Chair
David McFadden, Vice Chair
David Culbertson
Joe Foley
Bill Mansfield
Mark McKechnie
E.J. McManus
Alex Poythress
Jared Pulver

Staff Present

Kelly Akin, Assistant Planning Director
Carla Paladino, Principal Planner
Eric Mitton Deputy City Attorney
Karl MacNair, Transportation Manager
Terri Rozzana, Recording Secretary
Seth Adams, Planner III
Dustin Severs, Planner III
Steffen Roennfeldt, Planner III

10. Roll Call

20. Consent Calendar/Written Communications.

20.1 **LDS-18-049** Final Order of tentative plat approval for Hogue Heaven Estates, a proposed 7-lot residential subdivision on a 41,700 square foot parcel located north of Nicholas Lee Drive and east of North Ross Lane in the SFR-10 (Single-Family Residential, ten dwelling units per gross acre) zoning district (372W23DD4400); Applicant, Billy Hogue; Agent, Scott Sinner Consulting, Inc.; Planner, Dustin Severs.

Motion: The Planning Commission adopted the consent calendar as submitted.

Moved by: Vice Chair McFadden

Seconded by: Commissioner Foley

Voice Vote: Motion passed, 9-0.

30. Minutes

30.1. The minutes for June 28, 2018, were approved as submitted.

40. Oral and Written Requests and Communications. None.

Eric Mitton, Deputy City Attorney, read the Quasi-Judicial Statement.

50. Public Hearings – Continuance Request

50.1 LDS-18-058 Consideration of a tentative plat for a 42 lot subdivision on approximately 14.54 gross acres within the SFR-4 (Single Family Residential – 4 dwelling units per gross acre) and the SFR-2 (Single Family Residential – 2 dwelling units per gross acre) zoning districts, located on the south side of Lone Pine Road approximately 335 feet east of North Phoenix Road (371W21AA TL 100); Applicant, Twin Creeks Development LLC; Agent, Hoffbuhr and Associates; Planner, Liz Conner. **The applicant has requested to continue this item to the Thursday, July 26, 2018, Planning Commission meeting.**

Chair Miranda stated that if there are members in the audience that have come to testify on this agenda item and cannot attend the Thursday, July 26, 2018, Planning Commission hearing, please come forward and the Planning Commission will hear your testimony at this time. Please keep in mind that it is possible that your questions may be answered when staff presents their staff report on Thursday, July 26, 2018. There will be no decisions made this evening on this agenda item.

The public hearing was opened and there being no testimony the public hearing was closed.

Motion: The Planning Commission continued LDS-18-058, as per the applicant's request, to the Thursday, July 26, 2018, Planning Commission meeting.

Moved by: Vice Chair McFadden

Seconded by: Commissioner Foley

Roll Call Vote: Motion passed, 9-0.

50.2 DCA-17-111 Code amendment to Article 10.200 of Medford Land Development Code for site plan and architectural review of multi-family residential development projects pursuant to requirements contained in Senate Bill 1051. The code amendment will include interim design standards for multi-family residential development. Applicant, City of Medford.

Seth Adams, Planner III, stated that the Land Development Code Amendment approval criteria can be found in the Medford Land Development Code Section 10.218. The applicable criteria were addressed in the staff report and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Adams gave a staff report.

Commissioner Mansfield requested clarification of the importance for clear and objective standards and Mr. Adams laid out a number of things that appear to be objective but he also talked about the requirement that the development be compatible with uses and development that exist on adjacent land. That is very subjective. Then he talked about trying to solve that. Is that requirement still in it and if it is Commissioner Mansfield submits that it is not objective. Mr. Adams reported that for multifamily residential projects of three or more attached units, staff believes they have clear and objective

standards. The existing Site Plan and Architectural Commission review compatibility criterion regarding the adjacent land, this code amendment would explicitly state that criterion can only be applied to a commercial or industrial application.

Commissioner Mansfield asked, is subjective only for commercial not for residential? Mr. Adams stated that is correct. Or it is subjective if a multifamily applicant affirmatively elects to deviate from the proposed standards then they need to demonstrate to the Site Plan and Architectural Commission that they are providing a project that meets or exceeds what they want as a result.

Commissioner McKechnie is troubled by the appeal of a Site Plan and Architectural Commission decision going immediately to the Land Use Board of Appeals (LUBA). It is going to be an unreasonable expense. He suggested that if someone wants to take an alternate path, they are offered an extension of 120 days. That buys them an appeal before the City Council rather than going directly to LUBA.

Commissioner McKechnie is also troubled by the maximum length of a building is 150 feet. It is his opinion that rather than doing a maximum length of 150 feet it would better serve if anything more than 50 feet needs to have a vertical or horizontal projection or something along those lines.

Commissioner McKechnie is the architectural review for a homeowners association. The 25% glass area on an elevation for residential would be better defined if it is supposed to go from the ground to the peak of the roof so that a person has an idea of how to calculate it. Twenty five percent of glass on an elevation is hard to achieve. It also runs up against the energy criteria that is required. Commissioner McKechnie recommended it should be 12 to 15 percent. He believes the design standards needs more study before he is willing to forward it to the City Council with his approval.

Vice Chair McFadden asked, in the state law does five unit multifamily have to comply with the 100 days or is it an option? Mr. Adams reported that there is nothing to preclude an applicant from waiving the 100 days. There is nothing that precludes them to extend it to the 120 days or however long they want.

Mr. Mitton reported that reading through Senate Bill 1051 it does not explicitly state that an applicant can waive the 100 days but it is in the same timeframe where it is a right they have to have a speedy decision. It is his opinion that an applicant could choose to waive it. He does not see any legal problem if there was an additional provision stating if an applicant would prefer City Council appeal they can get a Council appeal if they choose to waive the 100 days.

Commissioner Mansfield stated that it appears that he and Commissioner McKechnie thinks this needs more work. He proposed that whoever makes the motion make it as a positive motion rather than a negative motion. It is a better format.

Commissioner Pulver asked, with Senate Bill 1051 already in effect and an application was submitted wouldn't staff have to comply? Mr. Adams reported that is correct. The 100 days streamline for affordable qualifying projects took effect immediately following the governor's signature.

Commissioner Pulver asked, does the design standards apply to all multifamily development whether it qualifies for streamline or not? Mr. Adams stated that is correct.

Commissioner Pulver asked, would it take about 12 months to complete the final design standards? Mr. Adams stated that is a reasonable speculation.

Commissioner Pulver stated that the idea at the study session was to create interim design standards. These apply to all multifamily developments that come before the Site Plan and Architectural Commission and other bodies over the course of the next 12 months plus until the final ones are adopted.

Commissioner Foley asked, does the applicant have to request the 100 day rule? Mr. Mitton stated that the way he sees it is the applicant has to specifically state it is a qualifying affordable housing development. When they state that they automatically get on the 100 day track.

Commissioner Foley asked, if a developer was building an affordable development that met the criteria but did not specify that is what they were doing, would it be the 120 day rule? Mr. Mitton reported that they would have to specify in the sense they have to enter into the covenant for 60 years.

Commissioner Foley stated that the criteria allows the Site Plan and Architectural Commission to deviate from these rules. Is that strong enough to alleviate Commissioner McKechnie's concerns of the building length of in light of the interim design standards in effect for approximately a year or so? Mr. Adams reported that staff believes the Site Plan and Architectural Commission has the latitude to approve a building longer than the maximum length specified.

Commissioner Foley asked, can the Site Plan and Architectural Commission work around the space between the building and street as well? Mr. Adams stated yes a design could be submitted to deviate from any of the proposed standards. The applicant would need to plead their case to the Site Plan and Architectural Commission with the understanding that they may disagree.

Commissioner Culbertson reported that page on 34 of the agenda packet under Section C the last sentence states: "The notice also shall state that a person who is mailed written notice of the decision cannot appeal the decision directly to the Land Use Board of Appeals under ORS 197.830." If that is a concern for Commissioner McKechnie staff needs to review the law and see if you can't have that language. Mr. Mitton reported that language is part of the amendment to ORS 215.416 that governs counties as opposed to one of the rules governing cities. He is trying to make sure that language does not also appear in a place that applies to cities. Mr. Adams reported that on page 37 of the agenda packet Section C the last sentence in that paragraph states the same thing. This section applies to cities.

Commissioner Mansfield suggested that if the majority of the Commission is in favor of it going over for more work then all that can be done at a later time. If on the other hand the majority of the Commission is in favor of doing it now then he can see that they take time to review. Chair Miranda responded that he is in favor of moving this item forward. Commissioner Foley agreed. Vice Chair McFadden stated that he hopes that the Commission move it forward but at the end of the motion do a series of friendly amendments stating what the Commission wants to include or delete and staff forwards those to the City Council.

The Planning Commission recessed at 6:22 p.m. and reconvened at 6:30 p.m.

Mr. Mitton reported that reviewing whether Senate Bill 1050 allows for direct appeal to the Land Use Board of Appeals or not for the fast track qualify definitions he would like more time for review. He proposed that the Commission forwards this to City Council with the provision that the Deputy City Attorney would further research that issue. If there is a problem with the direct appeal that portion of the code can be excised before it gets to the City Council.

Vice Chair McFadden asked, is the alternative that the City does the appeal and the Commission is saying right now there is not enough time to an appeal, can it be done as an appeal? Does the Commission have that option? Mr. Mitton reported that if it is required to do the first level of appeal at the City level it is going to be rough with the 100 day time frame. Staff would not put something that violates the law. He is not certain that no direct appeal provision is referring to these particular source of decisions. That is why he would like to research before it gets to the City Council.

The Commission could forward with the recommendation that the glazing of 25% be reduced to 15 or 10%.

The public hearing was opened.

Vice Chair McFadden asked, if you elect for this you get it but if you don't it goes the standard including the non-specific criteria? Mr. Mitton stated that clear and objective standards are for both qualifying and non-qualifying residential development.

The public hearing was closed.

Motion: The Planning Commission based on the findings and conclusions that all of the approval criteria are either met or not applicable, forwards a favorable recommendation for adoption of DCA-17-111 to the City Council per the staff report dated July 5, 2018, including Exhibits A through E, and direct the Legal Department to determine whether or not direct appeal to the Land Use Board of Appeals is acceptable in the interim standards. If it is leave in if not excise the language. Do not limit the length of the structure of the building. The Commission encourages some type of pass-through or breezeway. Change the glazing requirement for walls facing the street to 12%.

Moved by: Vice Chair McFadden

Seconded by: Commissioner Mansfield

Commissioner Pulver is troubled by no vehicular traffic on the street side of the building. He can see scenarios depending on a building size that make sense. These criteria are hard to view every possible scenario.

Commissioner Poythress agrees with Commissioner Pulver. It is restrictive and limiting. It feels not fully there yet. He shares Commissioner Pulver's sentiments about the parking situation about the length and the others as well.

Friendly Amendment made by Commissioner Pulver: Strike under Special Development Standards for Multifamily Dwellings Section 10.717 (F) (1) ... no automobile circulation or parking areas shall be located between buildings and the street.

Commissioner McKechnie stated that the Commission talks about flexibility for the Site Plan and Architectural Commission but a lot of times that does not get relayed and it becomes a checklist. Design criteria are hard. He understands why they are needed because of Senate Bill 1051. He is worried it becomes rather than a starting point it becomes a maximum. It becomes a limiting factor for the look of a city. As this grows and progresses there needs to be a way that it does not end up a design maximum. Chair Miranda commented that the Planning Commission has a liaison that sits on the Site Plan and Architectural Commission that mimics and speaks to most of the Planning Commissions thoughts. He is sure that the liaison will get that as well to the Site Plan and Architectural Commission.

Commissioner Poythress knows that many times when they have issues come before them they have perimeters for exceptions. When they talk about whether they are going to grant the exception or enforce the rule there is discussion of what the intent was and

are they violating the intent of the rule by granting the exception. That is his concern that has been well expressed. It needs to be a baseline but he would not want to see that strictly enforced with no consideration for what may be appropriate given the circumstances.

Chair Miranda commented that when he sat on the Site Plan and Architectural Commission they had many discussions about the applications that came before them. There was always an aesthetics element. Senate Bill 1051 takes away that subjective guideline. He does not care for that condition. He looks forward to some of these guidelines that gives direction other than aesthetics.

Mr. Mitton spoke to the clear and objective standards to be a baseline and not a limiting factor. The spirit of the adjustment section is that when someone wants to deviate from the standards there are two questions. One, is it a least or more attractive than what the clear and objective standards would do, and two, it is at least or more safe.

Roll Call Vote: Motion passed, 9-0.

50.3 CP-18-054 / ZC-18-055 / CUP-18-056 Request for concurrent consideration of a three-part proposal: a minor General Land Use Plan (GLUP) amendment to reclassify a single 4.36-acre parcel of land located at 555 Airport Road (Tax Lot 500) from General Industrial (GI) to Commercial (CM); a change of zone of the subject parcel and the adjacent 5.85-acre parcel (tax lot 503 currently designated as CM on the GLUP map) from Light Industrial (I-L) to Regional Commercial (C-R); and a Conditional Use Permit (CUP) to allow an elementary school use (Grace Christian Elementary School: existing private school currently located at 649 Crater Lake Avenue) to occupy the existing building on the subject Tax Lot 500, and for a 1.3-acre portion of the adjacent/vacant Tax lot 503 to be used as an associated sports/recreation field (372W12A TL 500 & 372W12A TL 503); Applicant, 555 Airport Road, LLC; Agent, CSA Planning, Ltd; Planner, Dustin Severs.

Chair Miranda inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. Commissioner Culbertson disclosed that he had a mutual friend that had children that graduated that asked him approximately four weeks ago when the application would come forward but he did not know. It would not affect his decision. Commissioner Pulver recused himself to avoid any potential conflict for the applicant or the City.

Chair Miranda inquired whether anyone in attendance wishes to question the Commission as to conflicts of interest or ex-parte contacts. None were disclosed.

Dustin Severs, Planner III, stated that the Minor Comprehensive Plan Amendment approval criteria can be found in the Medford Land Development Code Section 10.184(1). The Zone Change approval criteria can be found in the Medford Land Development Code

Section 10.227. The Conditional Use Permit approval criteria can be found in the Medford Land Development Code Section 10.248. The applicable criteria were addressed in the staff report, property owner notices and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Severs reported that staff received three new exhibits that will be submitted into the record as Exhibit V, Exhibit W and Exhibit X. The new exhibits were emailed to the Planning Commissioners earlier today. Exhibit V is the Public Works staff report for the Conditional Use Permit specifically. The published Public Works staff report included the Zone Change and the General Land Use Plan amendment. Exhibit W is a letter of recommendation received from Richard Stevens and Associates, Inc., supporting the request. Exhibit X is a memo from the City Surveyor requesting that the applicant be required to prove lot legality as a condition of approval. That has been added to the Conditions of Approval under discretionary condition as #12. Mr. Severs spoke to the applicant's agent before the meeting started and he has provided some of that documentation and will be forwarded to the City Surveyor for review. Mr. Severs gave a staff report.

Vice Chair McFadden asked, is there a fourth access for the school? Mr. Severs reported no. Vice Chair McFadden believes there is another access way through the north end of the property to the cul-de-sac on Business Park Drive. It is a created easement. That is why it shows on all the drawings. He believes the previous owner gated the entrance. Mr. Severs deferred the question to the Traffic Manager.

Mr. Severs continued the staff report. The Public Works Engineering Department added a condition that the approval of the Conditional Use Permit should include a cap of 400 students until the impacts of a larger number of students has been studied. The Traffic Impact Analysis was based on a projection of 400 students. For clarity staff added in the Conditions of Approval: *"As part of the Conditional Use Permit, the proposed school shall: 11. Be limited to a maximum of 400 students until the applicant has provided and updated traffic analysis studying the impacts of a larger number of students. Any proposed expansion of the student enrollment beyond 400 students, or any physical expansion of the existing building, will require the approval of a revision to the approved Conditional Use Permit to be heard by the Planning Commission."*

Commissioner McKechnie asked, on condition #11 the phrase that states *"...any physical expansion of the existing building..."* isn't it true that regardless of this condition, under current City code, if there is a change in the exiting building it has to come back for an approved Conditional Use Permit? Is this redundant? If it is already required in the Code then he recommends it gets taken off the conditions of approval. Mr. Severs agrees.

Vice Chair McFadden did not follow that. Is Commissioner McKechnie saying they would have to come back with a Conditional Use Permit again? Commissioner McKechnie reported that currently if a school is making a building change they have to come back for a revision of their Conditional Use Permit. It does not need to be made a condition on

this one because it is a baseline for a Conditional Use Permit. Kelly Akin, Assistant Planning Director, reported that several years ago there was modification language added to the Conditional Use Permit section that give the Planning Director the authority to make amendments to the Conditional Use Permit. It was added because staff was experiencing conditional uses that wanted to make minor amendments to their structures. She does not disagree with removing the language because the language would force any minor change to come to the Planning Commission that could otherwise meet the exemptions. She does not disagree unless there is something in the Public Works report or elsewhere in an agency comment that would require review by the Planning Commission.

Vice Chair McFadden asked, does the Code involve vertical structures? He can see Tax Lot 503 being included to show that property for playing fields but there is no review for parking or maneuvering areas other than restrictions to paved parking and maneuvering areas. The rest of the property is not being classified as reserved property. He is surprised that the remainder of Tax Lot 503 does not have a reserved acreage. Maybe that would keep it from having driveways and pickup areas. How does the City regulate how those roads and pickup areas are installed in this situation? Ms. Akin stated that is part of the review here. As far as the outdoor area being included on Tax Lot 503 it is necessary as it is part of the school which is a conditional use in the Code in commercial zones. The balance of Tax Lot 503 will develop as commercial properties. Reserved acreage is a function of density and residential not a function of commercial properties.

Vice Chair McFadden's concern is increased traffic in that area. The traffic flow is unsatisfactory. Ms. Akin deferred Vice Chair McFadden's concerns to Kimberly Parducci and Karl MacNair.

The public hearing was opened.

a. Raul Woerner, CSA Planning Ltd., 4497 Brownridge Terrace, Suite 101, Medford, Oregon, 97504-9173. Mr. Woerner reported that the purpose of the application is to find a new home for Grace Christian School. The school now occupies land leased from First Baptist Church that were affiliated with them for a time. One of the purpose of moving is to make it clear to the parents and community that one does not have to be a member of First Baptist Church to enroll their children. The other is to locate the school closer to their affiliated high school.

In order to get the zone changed to commercial the intervening property needed to be secured. Grace Christian was able to secure the property. Part of the property will be developed for profit uses.

The traffic calculations are a function of how many trips the uses can generate. In terms of the 400 students the trip cap stipulations are for the entire track. Four hundred is a reasonable projection of what the school can accommodate.

The play field is a usable site with the fencing around it. They can control and keep the premium commercial site available to help pay off their debt for doing all this.

Reid Murphy the property owner is present this evening along with the traffic consultant Kimberly Parducci.

Vice Chair McFadden stated that he did not see in anything in the Public Works report or in the County report making recommendation for a signal at Airport. They indicated it was fine. He is concerned with traffic flow in that area. Mr. Woerner understands there needs to be a signal that Costco paid as part of their development. At the time of development of the commercial property the County has requested the applicant to show at the time of Site Plan and Architectural Commission review that they weigh in if there needs to be some proportional contribution for a signal in that area.

b. Kimberly Parducci, Southern Oregon Transportation Engineering, 2745 Randolph Street, Medford, Oregon, 97504. Ms. Parducci reviewed concurrency with the zone change and General Land Use Plan map and it showed there was no substantial impact because they are stipulating no net increase in trips. That is why they are not looking at Airport and Biddle at this time. They are not showing traffic increase above and beyond what is already zoned. They will come back at the time of development and address every access location, generate traffic for the entire site and then assess all the impacts. If they have impacts they will be proposing provided shares. They will be reviewing Airport and Biddle and the County has asked them review Airport and Table Rock to make sure their new signal is still going to be operating fine with the development of this site. They are also going to be reviewing Business Park and Biddle.

Commissioner Foley asked, is the drop off area being added now or just the current access from Airport for the parking lot?

c. Reid Murphy, 902 Chevy Way #102, Medford, Oregon, 97504. Mr. Murphy reported that they are planning on developing at this time with the remodeling of the school is the traffic pattern that goes through and out the back gate. The development to the east at the time of submittal would be a plan on what they are going to do there.

Mr. Woerner stated that his understanding is the drop off lane would be built at the time the sports field is developed. That would complete the circulation.

Mr. Woerner reserved rebuttal time.

Karl MacNair, Transportation Manager, addressed Vice Chair McFadden's questions stating that the traffic analysis for the school traffic cap, Public Works recommended 400 students. They have no concerns with building expansion and removing that portion of the condition.

Costco contributed some money as part of their development to a future signal at the Biddle and Airport intersection. The Airport also contributed some money. It is on the list but because of the way the trip cap was set for this zone change they are stipulating to the trips already allowed under the existing zoning.

Airport Road is currently a commercial road in the City's plan but they are updating their Transportation System Plan and it is identified as a collector.

There was no school zone proposed on this street and at this point Mr. MacNair does not believe they will have a school zone unless the school finds it needs it later. Public Works will do an engineering study at that time to determine the appropriateness.

The public hearing was closed.

Motion: The Planning Commission adopts the findings as recommended by staff and directs staff to prepare Final Orders for approval of ZC-18-055 and CUP-18-056 per the Planning Commission Report dated July 12, 2018, including Exhibits A through X; adding conditions #11 and #12; and, based on the findings and conclusions that all the approval criteria are met or not applicable, forwards a favorable recommendation to the City Council for approval of CP-18-054.

Moved by: Vice Chair McFadden

Seconded by: Commissioner McKechnie

Friendly amendment made by Commissioner McKechnie: Strike the language on condition #11 that reads: "*...or any physical expansion of the existing building, will require the approval of a revision to the approved Conditional Use Permit to be heard by the Planning Commission.*"

Roll Call Vote: Motion passed, 8-0-1, with Commissioner Pulver recusing himself.

50.4 LDP-18-068 Consideration of a request for tentative plat approval of a proposed two-lot partition on a 0.4-acre parcel located at 1475 Crater Lake Avenue and 1694 Grand Avenue within the SFR-4 (Single-Family Residential – 2.5 to 4 dwelling units per gross acre) zoning district (371W19AB5400); Applicant, Travis Colley; Agent, Richard Stevens & Associates; Planner, Steffen Roennfeldt.

Chair Miranda inquired whether any Commissioners have a conflict of interest or ex-parte communication they would like to disclose. None were disclosed.

Chair Miranda inquired whether anyone in attendance wishes to question the Commission as to conflicts of interest or ex-parte contacts. None were disclosed.

Steffen Roennfeldt, Planner III, stated that the Land Division approval criteria can be found in the Medford Land Development Code Section 10.270. The applicable criteria were addressed in the staff report, property owner notices and hard copies are available at the entrance of Council Chambers for those in attendance. Mr. Roennfeldt gave a staff report.

The public hearing was opened.

a. Clark Stevens, Richard Stevens & Associates, Inc., P. O. Box 4368, Medford, Oregon, 97501-0168. Mr. Stevens reported that he is present tonight representing the applicant Travis Colley for the two lot partition separating the two existing dwellings on the subject property. They have reviewed the staff report and conditions of approval. The applicant is in agreement with those conditions.

Chair Miranda stated that in the presentation there is a driveway access off Crater Lake Avenue that was determined not to be used. Is that going to be chained, gated or finish the curb and gutter? How is that going to be addressed? Mr. Stevens reported that initially it will be an 8 foot fence along the entire back boundary. The applicant will be securing the corridor along Crater Lake Avenue. Public Works will have comments of what to do so people do not turn in and park.

Mr. Stevens reserved rebuttal time.

Mr. MacNair pointed out that in the Public Works report that one of the conditions is to remove the driveway and replace it with full height curb and gutter on Crater Lake Avenue.

The public hearing was closed.

Motion: The Planning Commission adopts the findings as recommended by staff and directs staff to prepare the Final Order for approval of LDP-18-068 per the staff report dated July 3, 2018, including Exhibits A through L.

Moved by: Vice Chair McFadden

Seconded by: Commissioner Foley

Roll Call Vote: Motion passed, 9-0.

60. Reports

60.1 Site Plan and Architectural Commission.

Commissioner Culbertson reported that the Site Plan and Architectural Commission met Friday, July 6, 2018. He was not at that meeting and deferred the report to Ms. Akin. Ms. Akin reported there were two items. There was a 5,700 square foot warehouse for SOS Alarm at Lawnsdale and Biddle. The other one was Asante adding 4,000 square feet for a second and third floor to the cardio vascular building.

60.2 Report of the Joint Transportation Subcommittee.

Commissioner Pulver reported that the Joint Transportation Subcommittee has not met since the last Planning Commission meeting.

60.3 Planning Department

Kelly Akin, Assistant Planning Director, reported that City Council has had two study sessions regarding the Transportation System Plan and scheduled for a third in August. The last one went well. It is close for a decision from the City Council.

The next Planning Commission study session is scheduled for Monday, July 23, 2018. Discussion will be on small cell facilities and occupational/speech therapist code amendment.

There is business scheduled for the Planning Commission on Thursday, July 26, 2018, Thursday, August 9, 2018 and Thursday, August 23, 2018.

Last week there was no Planning business for the City Council.

Next week the City Council will hear corrections for the Park text amendment and Article II. Staff had to correct section numbers. The Planning Commissions decision on Westminster Presbyterian Church wood pile project was appealed.

In August the City Council will have study sessions on the Urbanization Plans and Wetlands.

70. Messages and Papers from the Chair. None.

70.1 Chair Miranda reiterated that he will be unavailable to attend the Monday, July 23, 2018, Planning Commission study session and the Thursday, July 26, 2018, Planning Commission meeting. He has already informed staff of his absence.

80. Remarks from the City Attorney. None

90. Propositions and Remarks from the Commission. None.

100. Adjournment

The meeting was adjourned at 7:49 p.m. The proceedings of this meeting were digitally recorded and are filed in the City Recorder's office.

Submitted by:

Terri L. Richards
Recording Secretary

Patrick Miranda
Planning Commission Chair

Approved: July 26, 2018



City of Medford

Planning Department

Working with the community to shape a vibrant and exceptional city

STAFF REPORT

for a Type-C quasi-judicial decision: **Conditional Use Permit**

PROJECT Lady Geneva Bed & Breakfast
Applicant: Gloria Thomas & Cecil Thomas de Haas
Agent: Julie Krason

FILE NO. CUP-17-116

TO Planning Commission

for July 26, 2018 hearing

FROM Dustin Severs, Planner III

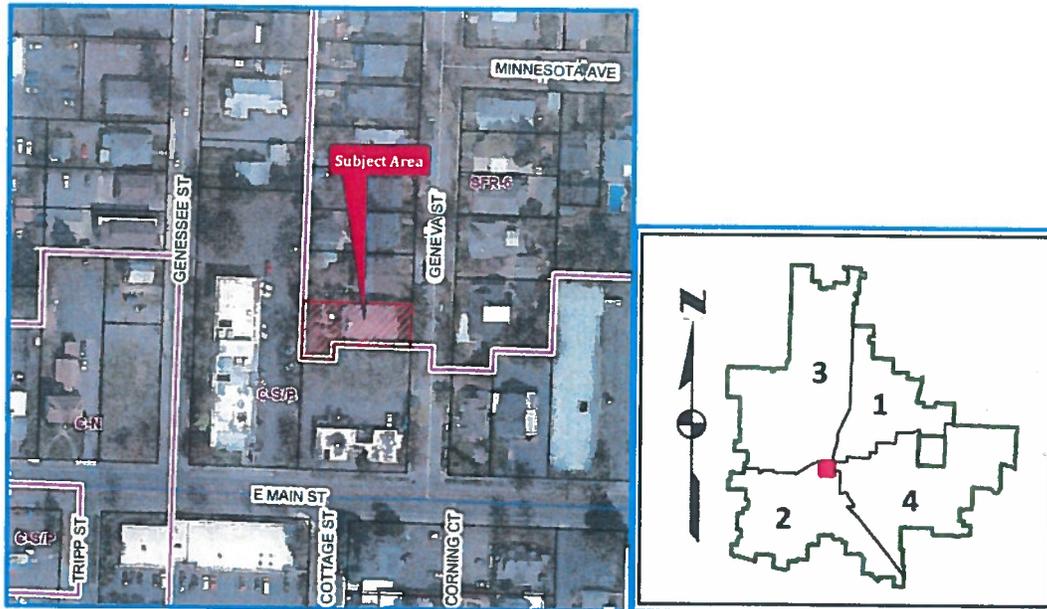
REVIEWER Kelly Akin, Assistant Director

DATE July 19, 2018

BACKGROUND

Proposal

Consideration of a request for a Conditional Use Permit (CUP) for a proposed Bed & Breakfast to be located at 15 Geneva Street in the SFR-6 (Single-Family Residential – 6 dwelling units per gross acre) zoning district, and within the Historic Preservation Overlay District (371W30AB TL 16400).



Subject Site Characteristics

Zoning: SFR-6
GLUP: Service Commercial (SC)
Overlay(s): Airport Area of Concern (AC)
Historic (H)
Use: Single-family residence

Surrounding Site Characteristics

<i>North</i>	Zone:	SFR-6
	Use(s):	Single-Family Residences
<i>South</i>	Zone:	C-S/P (Service / Professional)
	Use(s):	Dental office building
<i>East</i>	Zone:	SFR-6
	Use(s):	Single-Family Residences
<i>West</i>	Zone:	C-S/P (Service / Professional)
	Use(s):	Commercial offices

Related Projects

None

Applicable Criteria

Medford Land Development Code §10.248, Conditional Use Permit Criteria

The approving authority (Planning Commission) must determine that the development proposal complies with either of the following criteria before approval can be granted.

- (1) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.
- (2) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.

In authorizing a conditional use permit the approving authority (Planning Commission) may impose any of the following conditions:

- (1) Limit the manner in which the use is conducted, including restricting the time an activity may take place, and restraints to minimize such environmental effects as noise, vibration, air pollution, glare and odor.

- (2) Establish a special yard or other open space or lot area or dimension requirement.
- (3) Limit the height, size, or location of a building or other structure.
- (4) Designate the size, number, location, or nature of vehicle access points.
- (5) Increase the amount of street dedication, roadway width, or improvements within the street right-of-way.
- (6) Designate the size, location, screening, drainage, surfacing, or other improvement of parking or truck loading area.
- (7) Limit or otherwise designate the number, size, location, height, or lighting of signs.
- (8) Limit the location and intensity of outdoor lighting, or require its shielding.
- (9) Require screening, landscaping, or other facilities to protect adjacent or nearby property, and designate standards for installation or maintenance thereof.
- (10) Designate the size, height, location, or materials for a fence.
- (11) Protect existing trees, vegetation, water resources, wildlife habitat, or other significant natural resources.

ISSUES AND ANALYSIS

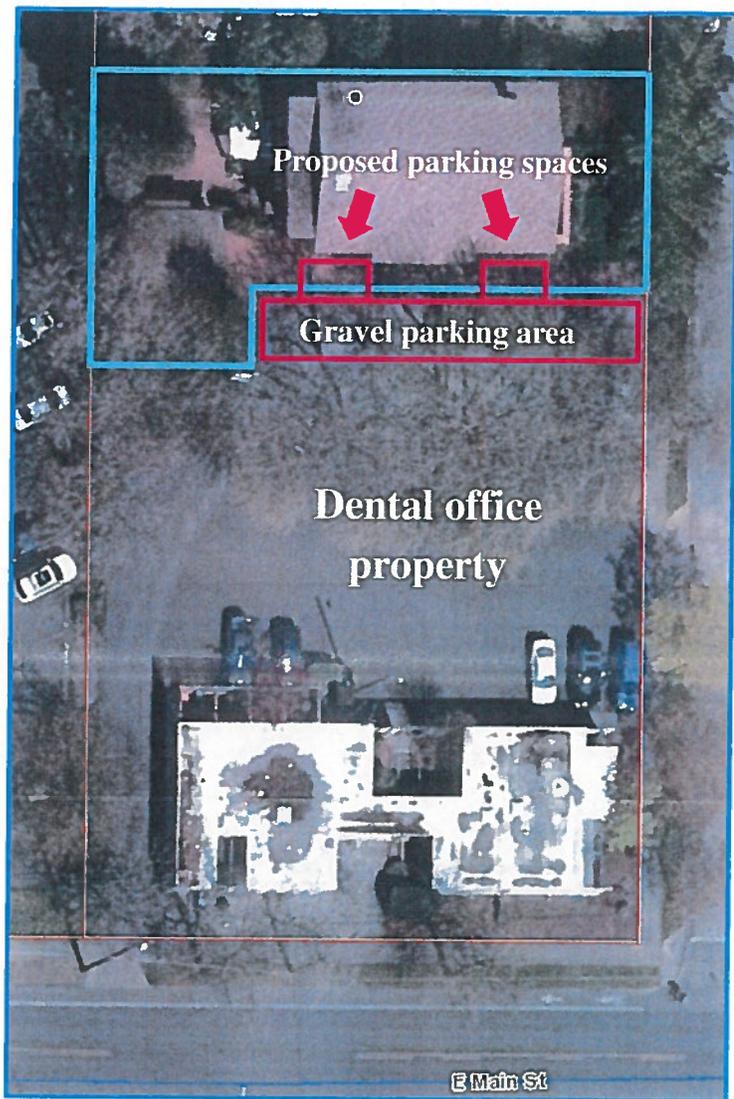
Background

The subject property consists of a single 0.16-acre lot containing a two-story, single-family home located near the corner of Geneva Street and East Main Street within the Geneva-Minnesota Historic District. The applicants, who recently purchased the home, are requesting to use the home as a Bed & Breakfast while continuing to live at the residence and serving as the proprietors of the lodging establishment. The house currently contains six bedrooms and four full bathrooms (three of the bathrooms intended for guest use), and breakfast is proposed to be provided for guests from 7:30 - 9:30 am.



History

The subject application was originally heard by the Planning Commission on January 11, 2018. Initially, the applicants had proposed to provide a maximum capacity of five guest rooms, but subsequently reduced the number of guest rooms to two after they were unable to obtain an easement from the property to the south - which is owned and used by a dental office - to utilize the abutting gravel parking lot for the Bed & Breakfast in order to satisfy parking requirements (Exhibit L). The applicant had proposed to locate the two off-street parking spaces abutting the southerly side of the house and within the existing driveway. However, the exact location of the subject lot's shared property boundary with the abutting property to the south was brought into question at the hearing, with a neighbor (Frann Wolfe) presenting a copy of the original easement between the two properties which seemed to indicate that the property line was split down the middle of the subject property's existing driveway.



As the applicants were proposing to locate the two off-street parking spaces required for the Bed & Breakfast within the driveway, and legal right to the parking area had now been brought into question, the Commission expressed reluctance in supporting the request until a time at which the matter could be resolved. In response, the applicants formally requested that the hearing be continued to a future date in order to provide them time to acquire the necessary documentation proving that the two proposed parking spaces were located entirely within the subject property and not encroaching on the neighbor's property. The continuance request was approved by the Commission. Three additional continuances would be requested by the applicant following the hearing.

accordingly (after unsuccessfully attempting to obtain a parking easement from the abutting dental office property), reducing the proposed number of guest rooms from five rooms to two rooms.

With the property lines now confirmed by the submitted Map of Survey, the applicants – looking to maximize the number of guest rooms for the proposed Bed & Breakfast – are requesting a total of four guest rooms for the proposed Bed & Breakfast, amending their previous request of two guests. In regards to the amendment, the submitted supplemental findings (Exhibit P) state, “As per the survey it is shown that we have plenty of land to accommodate 4 cars in addition to the 2 car garage and only utilizing the easement for ingress and egress of vehicles.”

No other changes from the previous request heard at the January 11, 2018 hearing are being made by the applicant.

Code references

Per MLDC 10.010, the definition of a Bed and Breakfast reads as follows:

A single-family dwelling, or part thereof, other than a motel, hotel or multiple family dwelling, where traveler’s accommodations and breakfast are provided for a fee on a daily or weekly room rental basis, not to exceed fourteen (14) days.

Per MLDC 10.313, Bed & Breakfasts are permitted in the SFR-6 zoning district solely pursuant to the issuance of a Conditional Use Permit (CUP).

PERMITTED USES IN RESIDENTIAL ZONING DISTRICTS		SFR 00	SFR 2	SFR 4	SFR 6	SFR 10	MFR 15	MFR 20	MFR 30	Special Use or Other Code Section
(a)	Bed and Breakfast Inn	X	X	Cs	Cs	Cs	Ps	Ps	Ps	10.828

The special use requirements identified in MLDC 10.828 for a Bed and Breakfast service, read as follows:

The intent is to provide temporary travelers’ accommodations and breakfast in a single family residence for a fee, on a daily or weekly room rental basis, not to exceed fourteen (14) consecutive days.

(1) Standards.

(a) Minimal outward modification of the structure or grounds may be made only if such changes are compatible with the character of the area or neighborhood and the intent of the zoning district in which it is located.

(b) Off street parking shall be provided. The front yard shall not be for off-street parking for temporary guests unless the parking area is screened, not visible from the street, and found to be compatible with the neighborhood.

(c) The number of guests shall generally be limited to six persons at any one time, except where sanitation facilities and neighborhood standards would otherwise allow more. Health and sanitation facilities shall be inspected annually by Jackson County.

(d) Two (2) on-premise signs may be approved by the approving agency (Planning Commission) provided that each sign is compatible with residential uses and is not more than six (6) square feet in size and not exceeding an overall height of six (6) feet.

(e) All necessary state and county permits, certifications, or requirements shall be obtained as a condition of approval of a bed and breakfast service.

Special Use Standards - Analysis

Outward modification of structure/grounds (standard a)

The applicants are not proposing any physical expansion or outward modification to the existing house - with the exception of a small wooden sign to be hung from the balcony of the front entrance of the house for the Bed & Breakfast - nor are they proposing any exterior modifications to the façade of the home (e.g., siding, windows, etc.) to accommodate the conversion of the home into a dual use as a Bed & Breakfast.

In terms of activities associated with the proposed Bed & Breakfast conducted on the grounds of the subject lot, the applicants' submitted narrative (Exhibit D) states the following:

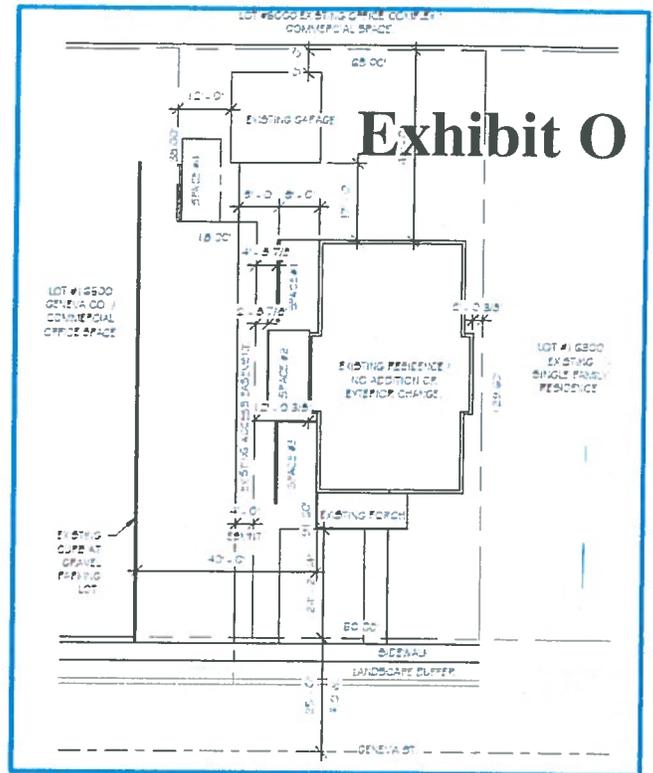
"Any activities will be conducted in the back yard of the home. The activities will mostly be wine tastings provided by the local wineries, receptions, and special occasion dinners for the guests. It is considered that most of the occupants will mostly have just an arrival and departure pattern as guests will be sightseeing to the Applegate valley wineries, lakes, campsites, and participating in any other city activities that are going on at the time. Therefore constant activity will not be prevalent and noise levels will be at the minimum."

It is the view of staff that such activities are not consistent with the intent and purpose of the definition of a Bed and Breakfast as provided in the Code – which simply allows a single-family residence to provide travelers with lodging and breakfast for a fee on a daily or weekly basis – nor are such activities consistent with the residential character of the neighborhood; and therefore cannot be made to comply with the Conditional Use Permit (CUP) criteria per MLDC 10.248.

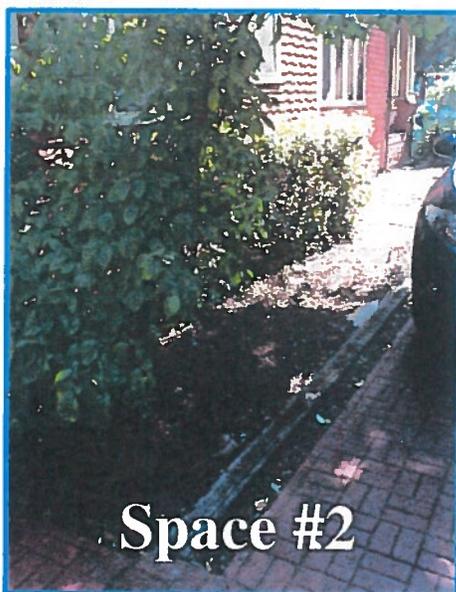
As a discretionary condition of approval, staff recommends that the applicant be prohibited from conducting any activities associated with the proposed Bed & Breakfast other than those expressly allowed as per the Code (i.e., lodging and breakfast).

Parking (standard b)

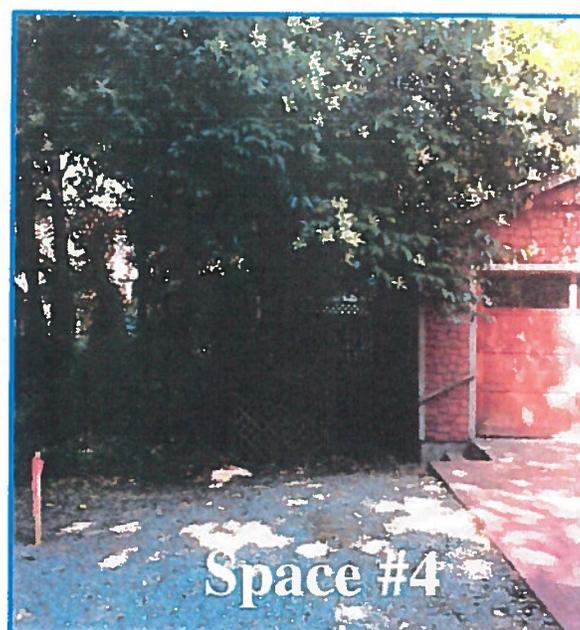
The applicants are required to provide one off-street parking space for each room proposed for guests, in addition to providing two off-street parking spaces for the residents of the home (MLDC 10.743-1). As such, the proposed Bed & Breakfast is required to provide a total of six off-street parking spaces: two spaces for the residents and one space for each of the four proposed guest rooms. It is staff's view that while the subject property's driveway does not contain adequate space to accommodate the number of off-street parking spaces required for five guest rooms (five spaces), as originally requested – without approval to utilize the abutting gravel parking lot – the driveway can be found to have sufficient room to accommodate four guest rooms (four spaces) as illustrated on the submitted revised site plan (the existing two-car garage satisfying the parking requirements for the residents of the home).



Two of the spaces identified on the revised site plan (spaces #2 and #4) are currently encumbered by existing vegetation/landscaping/fencing, inhibiting vehicular access/parking (space #4 is completely unpaved and space #2 is partially unpaved). The applicant has explained to staff that it is their intent to remove the vegetation/landscaping, along with paving both spaces with the same stamped concrete used for the driveway (will require LHPC approval), to allow vehicle access/parking once all four spaces have been approved for the Bed & Breakfast by the Commission, which will be completed prior to the opening of the business.



Space #2



Space #4

As a condition of approval, the applicant will be required to remove any encumbrances restricting vehicle access/parking for the parking spaces identified on the submitted site plan, and pave all parking and maneuvering areas consistent with MLDC 10.756, prior to the issuance of a business license for the proposed Bed & Breakfast.

Number of guests (standard c)

Though the Code states that the number of guests for a Bed & Breakfast at any one time is limited to six persons, the Commission does have the discretionary authority to approve a greater number of guests if the Commission concludes that existing sanitation facilities are sufficient to accommodate additional guests. The Oregon State Building Code, however, does limit the number of guests - which is not discretionary - to a maximum of ten persons as per the memo received from the Building Department (Exhibit I). As per the submitted supplemental findings, the applicants are requesting a maximum of nine guests for the proposed Bed & Breakfast, stating the following:

We currently have 4 bathrooms in the home, 3 of which will be available exclusively to the guests. 2 rooms have their own bathroom and the other two will share one full bathroom. As in any business, full occupancy will not be expected and even if all 4 rooms were occupied at the same time the total amount of guests in the 4 rooms would not exceed 9 guests. The breakdown is as follows:

Room 1: 1 guest

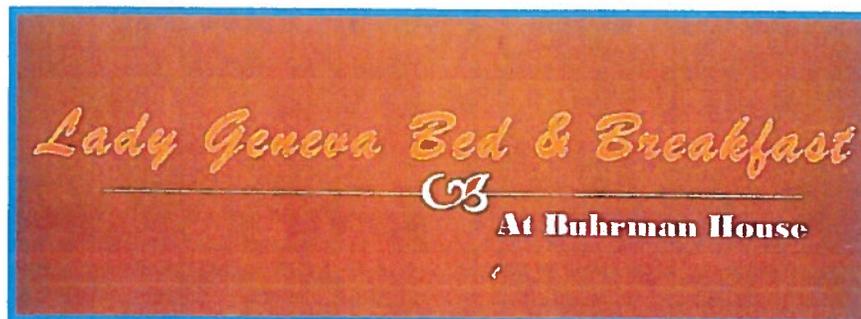
Room 2: 2 guests

Room 3: 2 guests

Room 4: 4 guests

Signage (standard d)

The applicants' submitted findings state their intent to place a single, eight square foot hanging sign from the balcony located at the front entrance of the house for the proposed use, and have included an image of the proposed design of the sign (shown below) with their application submittal (Exhibit E). MLDC 10.823(d) restricts signs to a maximum of six square feet for a Bed and Breakfast; therefore the applicants will need to reduce the size of the proposed sign in order to be in compliance with the sign standards for Bed & Breakfasts as per MLDC 10.828.



The applicants will be required to submit a sign permit application for the proposed sign to the Planning Department, and at that time staff will review the sign application to ensure compliance with MLDC 10.823(d); and since the property is located within the Historic Preservation Overlay District, the applicants will additionally be required to obtain approval through the Landmarks and Historic Preservation Commission (LHPC) prior to obtaining a sign permit through the City.

Other permits required (standard e)

The Jackson County Health and Human Services is the public health authority responsible for the enforcement of public health regulations related to lodging facilities. The regulation of Bed & Breakfasts by Jackson County includes licensing and providing annual inspections to ensure sanitation standard compliance for Bed & Breakfast establishments that offer three rooms or greater for lodging; Bed and Breakfast establishments offering less than three rooms for lodging are exempt from these requirements. At the request of staff, the applicants have been in contact with Jackson County Health and Human Services - of whom the applicants explained performed an initial review/inspection - and were informed that the approval of the CUP by the City would be required prior to the official inspection and licensing of the establishment.

As a condition of approval, the applicant will be required to comply with all requirements of the Jackson County Health and Human Services prior to the issuance of a business license for the proposed Bed & Breakfast.

Facility Adequacy

Per the agency comments submitted to staff (Exhibits F-H), it can be found that there are adequate facilities to serve the proposed Bed & Breakfast.

Neighbor input

At the time of this writing, staff has received three emails from neighbors, which have been included into the record as Exhibits J, K, and Q.

Committee Comments

No comments were received from committees such as BPAC.

FINDINGS OF FACT

The approving authority (Planning Commission) must determine that the development proposal complies with either of the following criteria before approval can be granted.

- (1) The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.

The Commission can find that there is sufficient evidence contained in the Applicants' narrative and the Staff Report to determine that the proposed Bed and Breakfast can be made to comply with the provisions of the Code with the imposition of conditions of approval contained in

Exhibit A, and therefore will not have an adverse impact on the surrounding area. This criterion is satisfied.

- (2) The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.

This criterion is not applicable.

FINDINGS AND CONCLUSIONS

Staff has reviewed the applicant's findings and conclusions (Exhibit D and P) and recommends the Commission adopt the findings as submitted.

RECOMMENDED ACTION

Adopt the findings as recommended by staff and direct staff to prepare the Final Order for approval of CUP-17-116 per the staff report dated July 19, 2018, including Exhibits A through Q.

EXHIBITS

- A Conditions of Approval drafted July 19, 2018.
- B Site Plan (superseded) received October, 2017.
- C Assessor's Map received September 22, 2017.
- D Applicant's Narrative, Questionnaire, and Findings of Fact received September 22, 2017.
- E Floor plans (5 of 5), received September 22, 2017.
- F Public Works staff report received October 18, 2017.
- G Medford Water Commission received October 23, 2017.
- H Medford Fire Department report received October 18, 2017.
- I Building Department memo received October 18, 2017.
- J Neighbor email to staff from Rene and Lane Forncrook received October 23, 2017.
- K Neighbor letter from Frann Wolfe, received January 2, 2018.
- L Email from applicants requesting reduction of proposed guest rooms from five to two, received January 3, 2018.
- M Warranty Deed (easement language), recorded July 13, 1945.
- N Map of Survey, dated July 6, 2018.
- O Revised site plan, submitted July 16, 2018.
- P Applicants supplemental findings, received July 18, 2018.
- Q Neighbor letter (Barbara Budge Griffin), received January 11, 2018.
Vicinity map

PLANNING COMMISSION AGENDA:

November 9, 2017
December 14, 2017
January 11, 2018

February 8, 2018

March 22, 2018

June 14, 2018

July 26, 2018

EXHIBIT A

Lady Geneva Bed and Breakfast
CUP-17-116
Conditions of Approval
July 19, 2018

CODE REQUIRED CONDITIONS

Prior to the issuance of a business license, the applicants shall:

1. Comply with all conditions of the Medford Water Commission (Exhibit G).
2. Comply with all requirements of the Medford Fire Department (Exhibit H).
3. Comply with all requirements of the Medford Building Department (Exhibit I).
4. Remove any encumbrances restricting vehicle access/parking for the parking spaces identified on the submitted site plan, and pave all parking and maneuvering areas consistent with MLDC 10.756 and pursuant to approval by the Landmarks and Historic Preservation Commission (LHPC).
5. Comply with all requirements of the Jackson County Health and Human Services, including but not limited to, obtaining a license for the Bed & Breakfast.
6. Obtain approval from the Landmarks and Historic Preservation Commission (LHPC) for any proposed signage associated with the Bed & Breakfast.

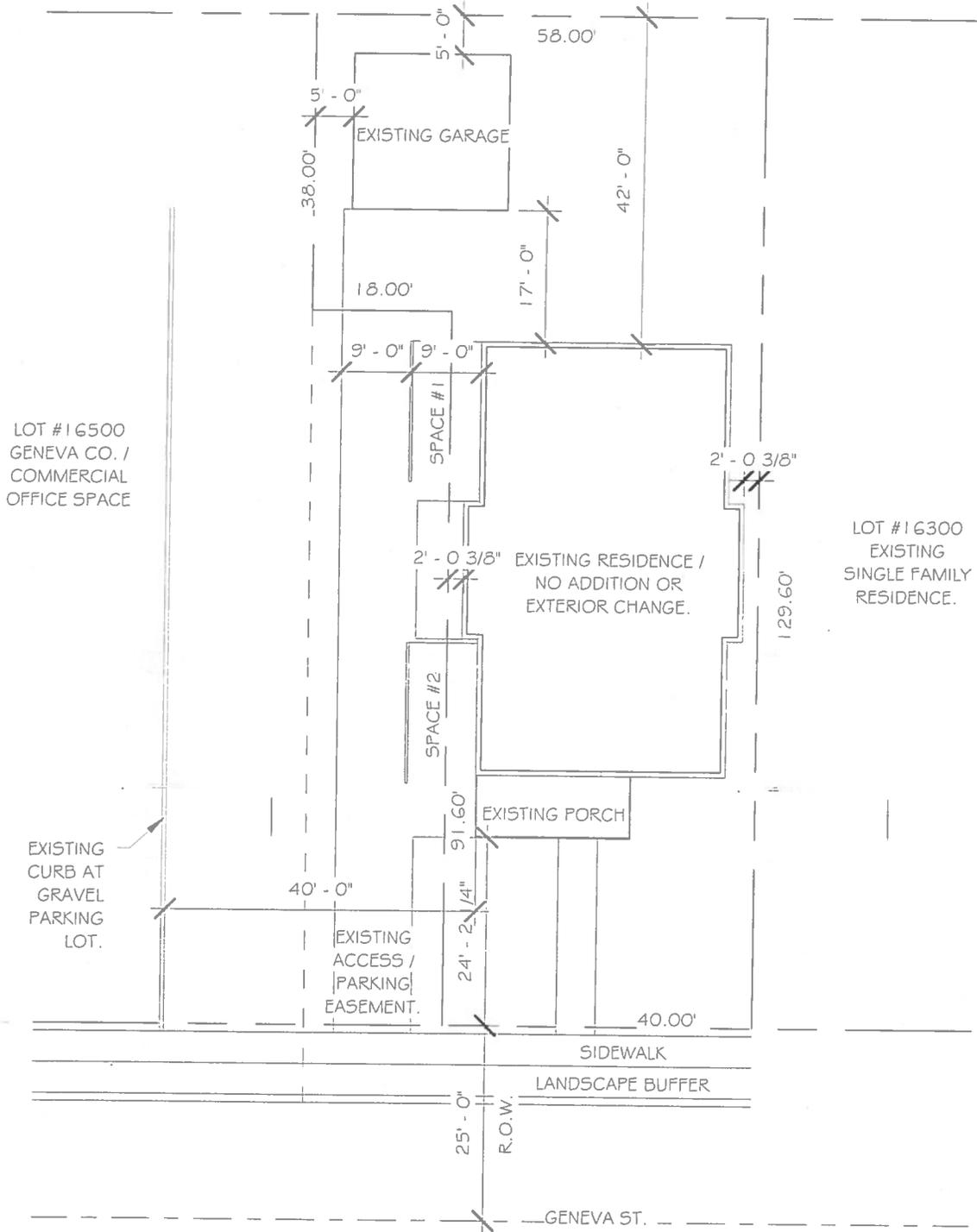
DISCRETIONARY CONDITIONS

The applicants shall:

7. Be prohibited from conducting any activities associated with the proposed Bed & Breakfast other than those expressly allowed per the Code (i.e., lodging and breakfast).

CITY OF MEDFORD
EXHIBIT # A
File # CUP-17-116

LOT #5000 EXISTING OFFICE COMPLEX /
COMMERCIAL SPACE.



① SITE PLAN
1" = 20'-0"

	165 CHAPARRAL SHADY COVE OR. 97539 541-878-2918 TERRY@TNTCAD.COM		GENEVA B&B	
	Date	1-5-18	TNT	S-1
	Drawn by			
			Scale 1" = 20'-0" CITY OF MEDEORD EXHIBIT # 5 FILE # CUP-17-116	

FOR ASSESSMENT AND TAXATION ONLY

N.W.1/4, N.E.1/4, SEC.30, T.37S., R.1W., W.M. JACKSON COUNTY 1" = 100'

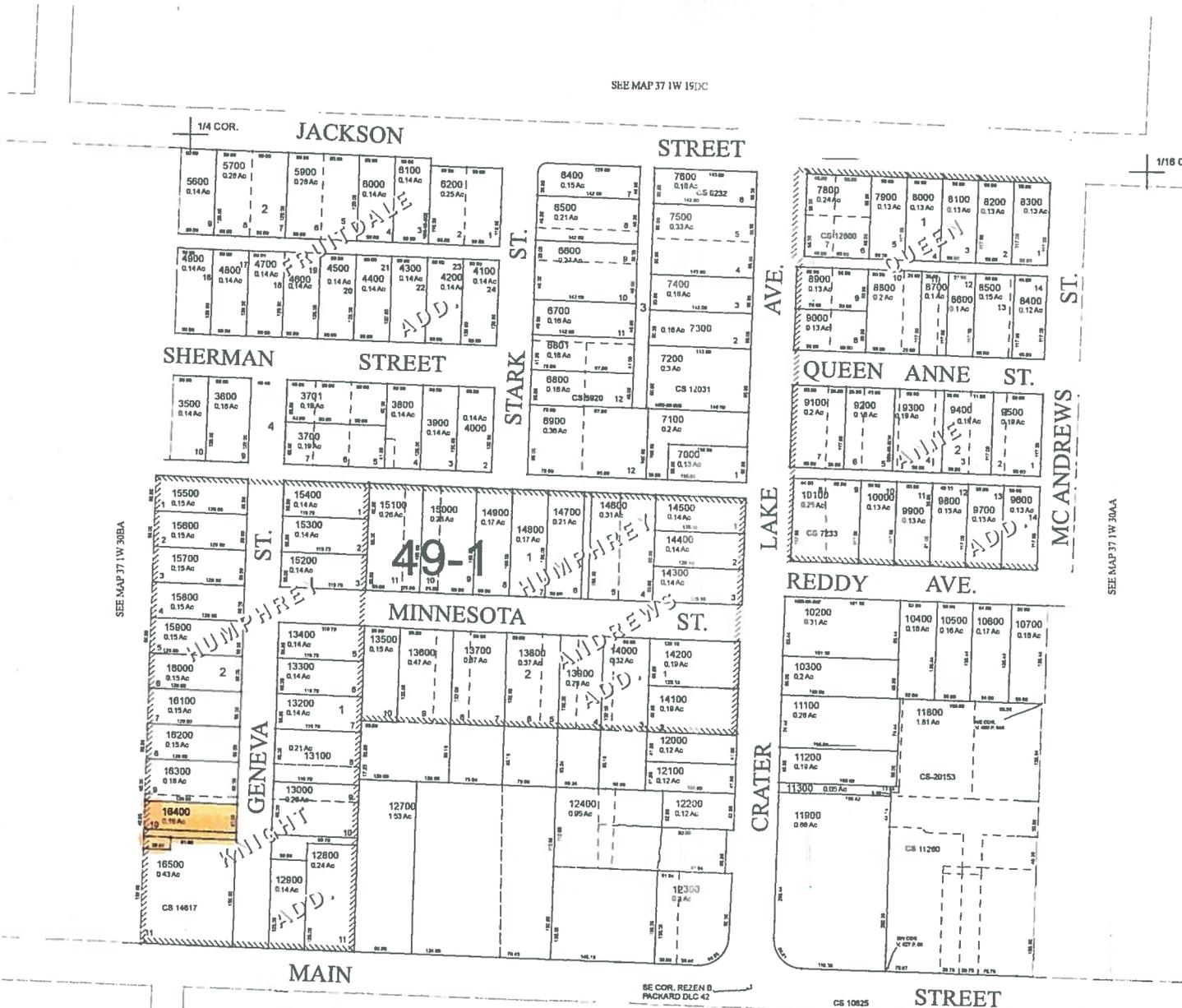
37 1W 30AB MEDFORD

SEE MAP 37 1W 19DC

CANCELLED TAX LOT NUMBERS:

- 10800 ADDED TO 11800
- 10900
- 11000 ADDED TO 11180
- 11500 ADDED TO 11800
- 11600 ADDED TO 11800
- 11760
- 12500
- 12600
- 1500 THRU 1800 ADDED TO 371W19CD
- 200 THRU 1400 ADDED TO 371W19DC
- 2000 THRU 18200 ADDED TO 371W30BA
- 2100
- 2101
- 2700
- 2702
- 2900
- 5100
- 5800
- 6300
- 7700

CITY OF MEDFORD EXHIBIT # C File # CUP-17-116



SE COR. REZEN D. PACKARD D.L.C. 42

SEE MAP 37 1W 30AC

CS 10825

STREET

37 1W 30AB MEDFORD

NEW MAP JANUARY 14, 2004 REV OCTOBER 24, 2008

Owner: Gloria A. Thomas & Cecil E. de Haas

Applicant: Gloria A. Thomas & Cecil de Haas,

Zoning: Single Family Residential (SFR6)

Zoning Overlay: AC/H

Location: 15 Geneva St., Medford

Legal description: 371W30AB16400 Tax Lot 15

Narrative:

We, Gloria A. Thomas and Cecil E de Haas are the new owners of the single family dwelling located on 15 Geneva St. We are both professional hoteliers with a combined background of over 50 years experience. We have worked and lived in different parts of the world and although we have both travelled extensively and worked in many different countries Gloria still considers Oregon home. She grew up in Portland and has always had the desire to return. This home is the perfect opportunity for us to provide luxury accomodations and exceptional customer service to the visitors of Medford. Since this home is part of the Historic Preservation Society, as a bed and breakfast it would be an addition to the historic sites and activities that Medford has to offer. The intent is to maintain the home as original as possible so that the travellers would learn about the history of Medford that will be provided throughout the house via photos, books.

The single family dwelling has 6 bedrooms and 3 full baths. We will be occupying one of the bedrooms, therefore we are requesting to have the remaining 5 bedrooms be utilized as part of the bed and breakfast operation. Our floor plans show the addition of three bathrooms to the home in order to provide adequate sanitation facilities to the occupants. Breakfast will be provided every morning and it will include, freshly squeezed juices, water, fresh pastries from local bakeries to promote the local businesses, coldcuts, cheeses, coffee, teas, fresh fruit from the farmers markets. It will be served from 7:30am until 9:30 am. The requirements for the use of the kitchen have been researched and application to Jackson County will be done as soon as the conditional use permit is approved. An additional half bath will be built in the basement for ease of use as well as an additional storage area for operational activities. No other modifications to the house are required. Exhibit '1' and '2'.

Criteria

The purpose of this Conditional Use Permit request is to authorize the use of this 0.16 acre dwelling as a Bed and Breakfast for transient lodging of up to 10 guests at any given time. Both criteria's are detailed below.

RECEIVED
SEP 22 2017
PLANNING DEPT

CITY OF MEDFORD
EXHIBIT # 0
File # CUP-17-116

Findings:

Criteria 1: The development proposal will cause no significant adverse impact on the livability, value, or appropriate development of the abutting property, or the surrounding area when compared to the impacts of permitted development that is not classified as conditional.

1) The area where the home is located is already situated in the Geneva-Minnesota Historic district and is located very close to Main street. Any visitor to Lady Geneva Bed and Breakfast can gain access from Main street therefore not causing any added traffic to Geneva St or Minnesota. In addition there is already a professional/commercial business on the corner of Geneva St and Main St that has a small area for parking etc.

2) At maximum occupancy which would be 5 rooms with 2 people each would be 10 guests total per day. We are estimating an average occupancy of 50% for the first year. Even with the maximum occupancy of 10 people per day and 5 cars, which can park within the property, we find that this would not adversely affect the transit on the streets or over population of the historic area.

3) No exterior changes are planned, with the exception of the placement of a sign and enhancement of the existing landscape. The enhancement of the landscape will increase the curb appeal of the neighborhood and cause a significant improvement in the appeal and value of the surrounding homes. The sign will comply with the city ordinance, made out of wood and it will be located at the front entrance of the house, hanging from the balcony, therefore not causing any obstruction to any parts of the front lawn or sidewalk. It will only be lit by a single bulb in order to be able to see it at night time with dimensions of 4 ft by 2 ft. Exhibit '4'.

Criteria 2: The development proposal is in the public interest, and although the development proposal may cause some adverse impacts, conditions have been imposed by the approving authority (Planning Commission) to produce a balance between the conflicting interests.

1) The lot is part of the historic registrar; as a bed and breakfast, it would continue to protect and enhance the cities tourist and visitor attractions and stimulate the business and industry of the city of Medford. It would strengthen the economy of the city and it would promote the use of the historic sites and district for education, pleasure, housing and public welfare of the city. This proposal would be in the publics interest without causing any undue stress, as stated in criteria 1, on the surrounding neighborhood. Exhibit '3'.

2) The subject site is a single family dwelling within a residential community and it is bounded by residences to the north and east and the Dental Office building to the South and commercial offices to the west. Therefore, commercial properties already exist in the immediate vicinity of the subject property. The home has had commercial usage in the past, with a health and wellness center located in the home in the 1940's. The commercial property to the south has significant amount of parking spaces which would allow the occupants of the bed and breakfast

- to park within the property lines and not cause additional cars to occupy Geneva Street. The owners of the adjacent properties would not have issues finding parking space on the street.
- 3) Any outdoor activities will be conducted in the back yard of the home. The activities will mostly be wine tastings provided by the local wineries, receptions, special occasion dinners for the guests. It is considered that most of the occupants will mostly have just an arrival and departure pattern as the guests will be sightseeing to the Applegate valley wineries, lakes, campsites, and participating in any other city activities that are going on at the time. Therefore constant activity will not be prevalent and noise levels will be at a minimum.

Conclusion:

The findings conclude that both criteria's of the Land Development code section 10.248 can be met. Our desire is to increase the awareness of the historical value of Medford in a professional manner, using our expertise and background in order to achieve it.

The attached Exhibit '1' is a floor plan that demonstrates the current and proposed changes to the dwelling.

The attached Exhibit '2' is the site plan.

The attached Exhibit '3' is a photo of the historic plaque

The attached Exhibit '4' is a sketch of proposed signage.

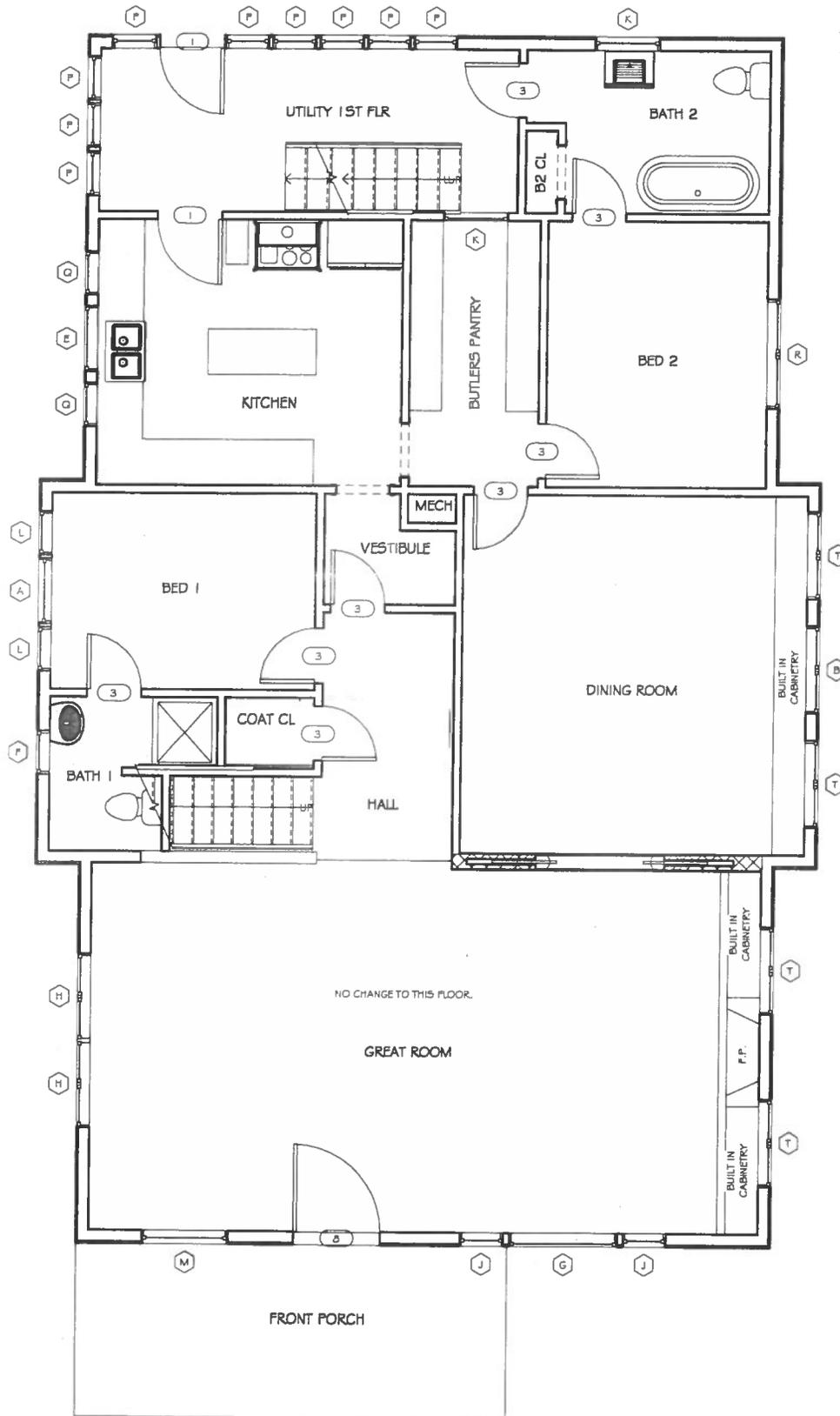
The attached Exhibit '5' is the assessors map

The attached Exhibit '6' is the map showing the tax lot

RECEIVED

SEP 22 2017

PLANNING DEPT.

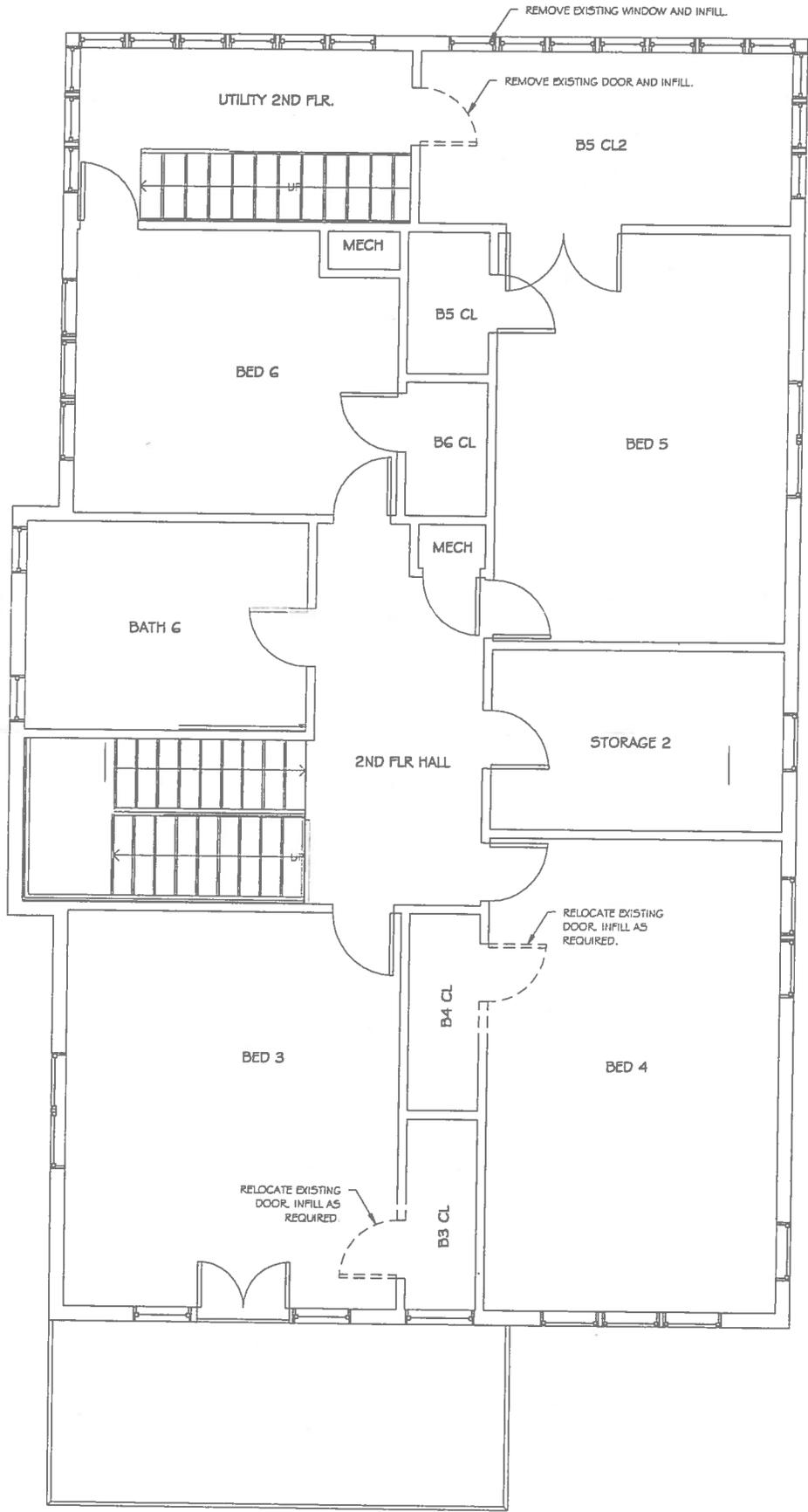


CITY OF MEDFORD
EXHIBIT # E
File # CUP-17-116

RECEIVED

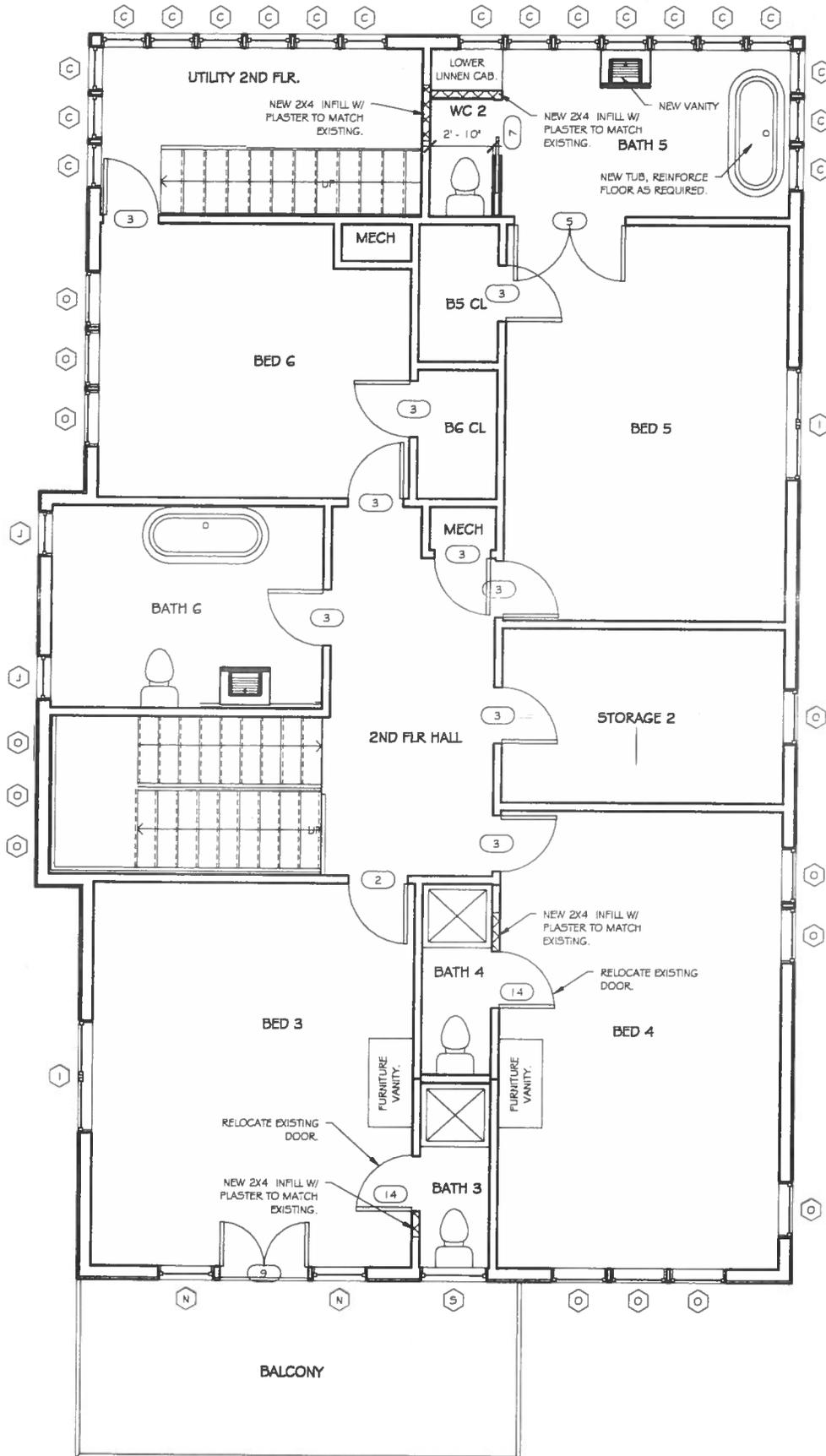
SEP 22 2017

PLANNING DEPT.



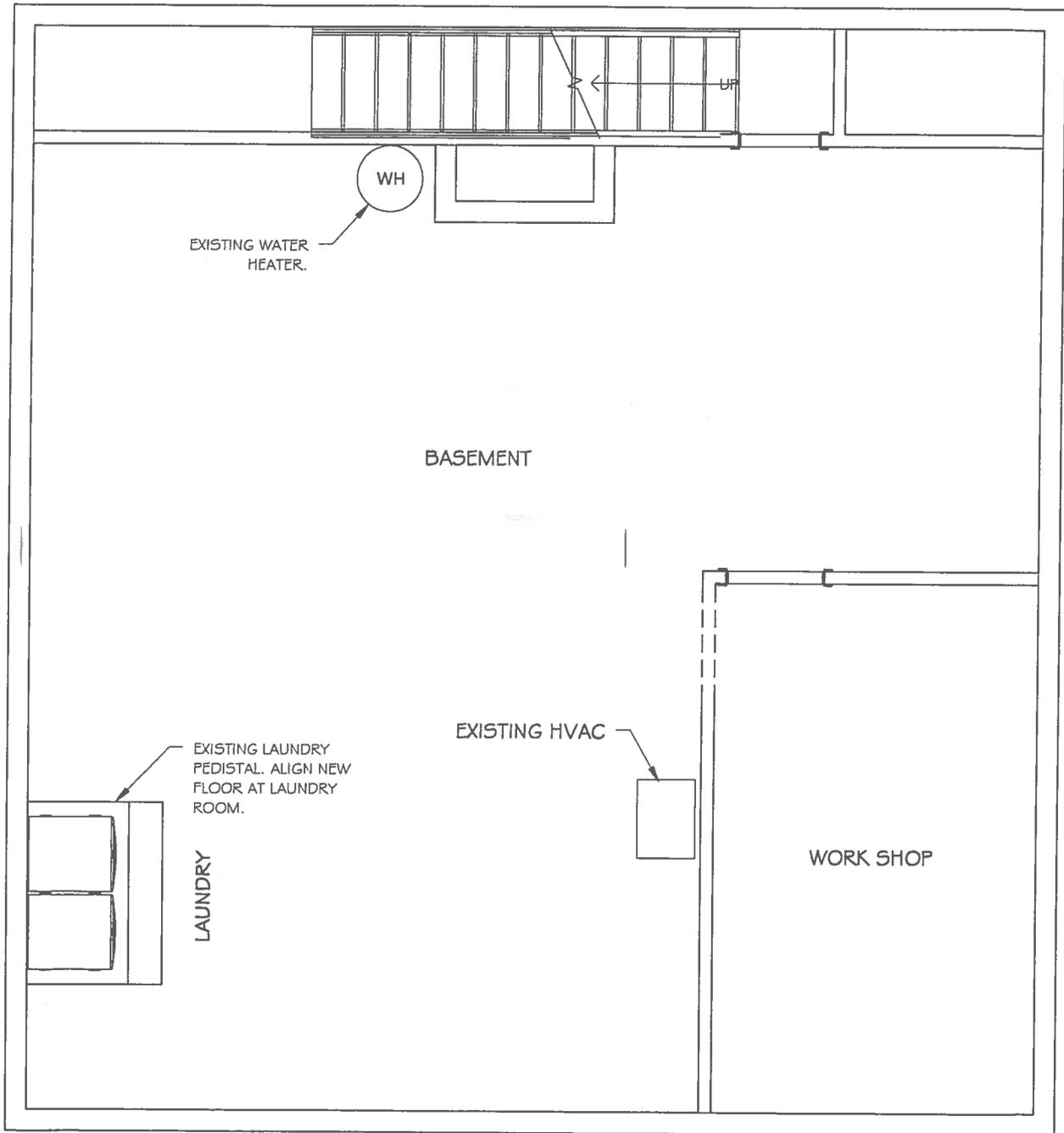
Existing 2nd floor

RECEIVED
SEP 22 2017
PLANNING DEPT.

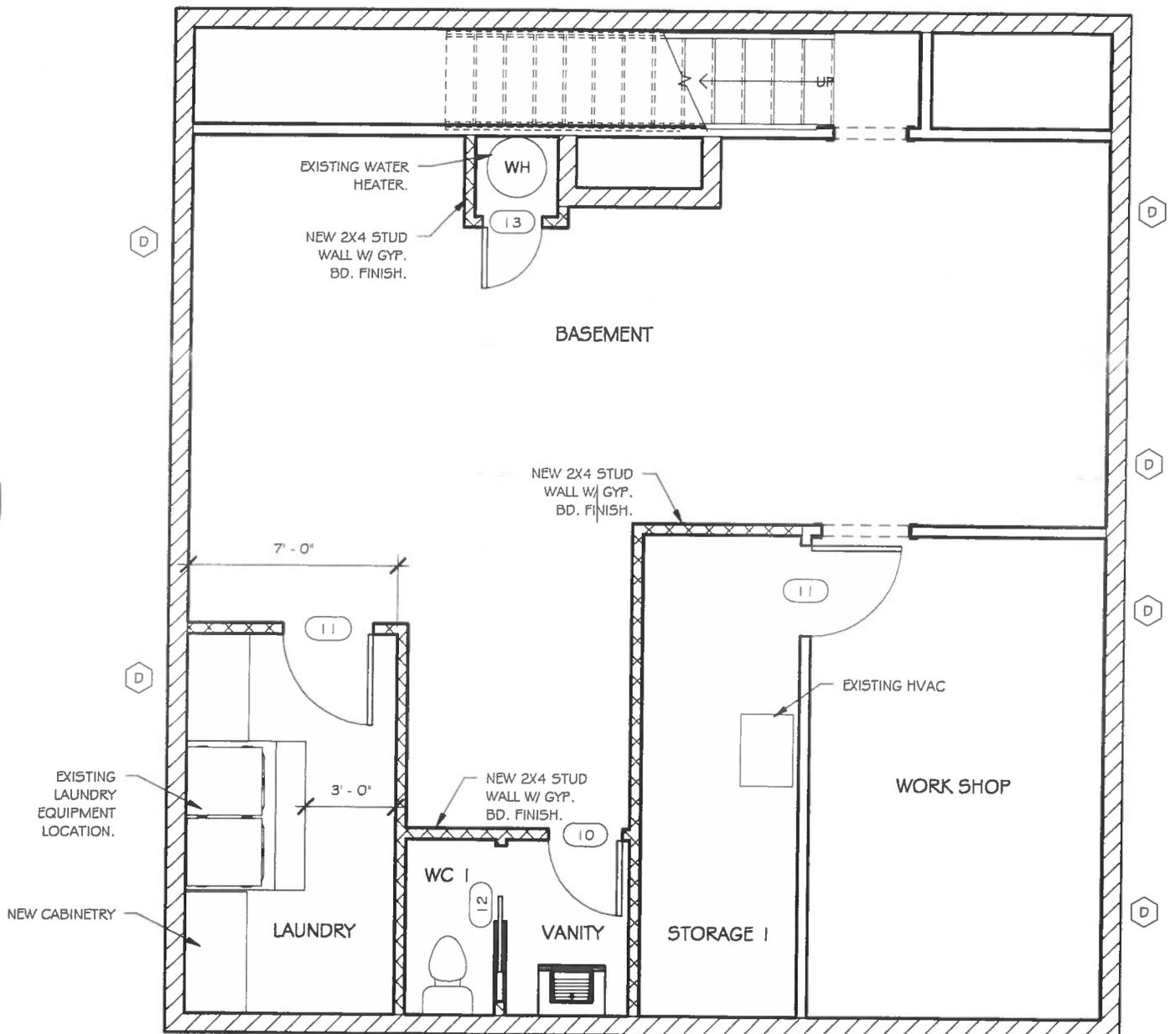


Promised 2nd floor

RECEIVED
SEP 22 2017
PLANNING DEPT.



RECEIVED
SEP 22 2017
PLANNING DEPT.





Medford – A fantastic place to live, work and play

CITY OF MEDFORD

LD Date: 10/18/2017
File Number: CUP-17-116

PUBLIC WORKS DEPARTMENT STAFF REPORT
Lady Geneva B & B
15 Geneva Street

Project: Consideration of a request for a Conditional Use Permit (CUP) for a proposed Bed & Breakfast.

Location: Located at 15 Geneva Street in the SFR-6 (Single-Family Residential – 6 dwelling units per gross acre) zoning district, and within the Historic Preservation Overlay District (371W30AB TL 16400).

Applicant: Gloria Thomas & Cecil de Hass, Applicants; Julie Krason, Agent; Dustin Severs, Planner.

Public Works has no comments on the proposed Conditional Use Permit application.

Prepared by: Doug Burroughs



BOARD OF WATER COMMISSIONERS
Staff Memo

TO: Planning Department, City of Medford
FROM: Rodney Grehn P.E., Water Commission Staff Engineer
SUBJECT: CUP-17-116
PARCEL ID: 371W30AB TL 16400
PROJECT: Consideration of a request for a Conditional Use Permit (CUP) for a proposed Bed & Breakfast to be located at 15 Geneva Street in the SFR-6 (Single-Family Residential – 6 dwelling units per gross acre) zoning district, and within the Historic Preservation Overlay District (371W30AB TL 16400); Gloria Thomas & Cecil de Hass, Applicants; Julie Krason, Agent; Dustin Severs, Planner.
DATE: October 18, 2017

I have reviewed the above plan authorization application as requested. Conditions for approval and comments are as follows:

CONDITIONS

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. All parcels/lots of proposed property divisions will be required to have metered water service prior to recordation of final map, unless otherwise arranged with MWC.
3. The existing ¾-inch water meter located near the northwest property corner along Geneva Street shall be protected in place and continue to serve domestic water to the dwelling at 15 Geneva Street. This existing ¾-inch water meter could be converted to a dedicated landscape irrigation meter. If a second "larger" water service is necessary, the applicant shall contact Medford Water Commission engineering staff for water meter installation fees.

COMMENTS

1. Off-site water line installation is not required.
2. On-site water facility construction is not required.
3. Static water pressure is expected to be near 100 psi. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".
4. MWC-metered water service does exist to this property. A ¾" water meter exists at the northerly property corner along Geneva Street that serves the existing dwelling at 15 Geneva Street. (See Condition 3 above)
5. Access to MWC water lines is available. There is a 4" water line is located in Geneva Street.



Medford Fire Department

200 S. Ivy Street, Room #180
Medford, OR 97501
Phone: 774-2300; Fax: 541-774-2514;
www.medfordfirerescue.org

LAND DEVELOPMENT REPORT - APPLICANT

To: Dustin Severs

LD Meeting Date: 10/18/2017

From: Greg Kleinberg

Report Prepared: 10/18/2017

Applicant: Gloria Thomas & Cecil de Hass, Applicants; Julie Krason, Agent

File #: CUP - 17 - 116

Site Name/Description:

Consideration of a request for a Conditional Use Permit (CUP) for a proposed Bed & Breakfast to be located at 15 Geneva Street in the SFR-6 (Single-Family Residential - 6 dwelling units per gross acre) zoning district, and within the Historic Preservation Overlay District (371W30AB TL 16400); Gloria Thomas & Cecil de Hass, Applicants; Julie Krason, Agent; Dustin Severs, Planner.

DESCRIPTION OF CORRECTIONS	REFERENCE
----------------------------	-----------

Requirement SMOKE DETECTION

ORS

SMOKE

Smoke alarms are required per ORS 479.250-479.300. Smoke alarms are required in every room used for sleeping purposes, outside of each separate sleeping area in the immediate vicinity of the bedrooms, and on every story including the basement. Ensure the smoke alarms are compliant before leasing. Hard-wired and interconnected smoke alarms are recommended.

Requirement CARBON MONOXIDE ALARMS

ORS

CO ALARMS

Carbon monoxide alarm(s) are required per ORS 90.316 and OAR 837.047. Carbon monoxide alarms shall be located in each bedroom or within 15 feet outside of each bedroom door. Bedrooms on separate floor levels in a structure shall have separate carbon monoxide alarms serving each story.

Development shall comply with access and water supply requirements in accordance with the Fire Code in affect at the time of development submittal.
Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.
Specific fire protection systems may be required in accordance with the Oregon Fire Code.
This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on the information provided only.
Design and installation shall meet the Oregon requirements of the IBC, IFC, IMC and NFPA standards.



Memo

To: Dustin Severs, Planning Department
From: Mary Montague, Building Department
CC: Lady Geneva B&B, Agent Julie Krason; Owners Gloria Thomas & Cecil de Hass
Date: October 18, 2017
Re: CUP-17-116; Lady Geneva B&B

Building Department:

Please Note: This is not a plan review. These are general notes based on general information provided. Plans need to be submitted and will be reviewed by a residential plans examiner to determine if there are any other requirements for this occupancy type. Please contact the front counter for fees.

1. Applicable Building Codes are 2017 ORSC; 2017 OESC with Oregon Amendments; 2014 OPSC; and 2014 OMSC. For list of applicable Building Codes, please visit the City of Medford website: www.ci.medford.or.us Click on "City Departments" at top of screen; click on "Building"; click on "Design Criteria" on left side of screen and select the appropriate design criteria.
2. All plans are to be submitted electronically. Information on the website: www.ci.medford.or.us Go to "City Departments" at top of screen; click on "Building"; click on "ELECTRONIC PLAN REVIEW (ePlans)" for information.
3. Obtain application and follow Oregon Health Authority guidelines.
4. Not more than 10 persons and not more than 5 guest rooms. R101 (1.3).
5. Submit plans and obtain proper permits for changes per number 2 above.
6. The basement will not be used as habitable space.
7. Per Table 7-5 of the 2014 OPSC a 4 inch sewer line is required at the connection of the 4th water closet. Will need to verify that the addition of the plumbing fixtures meet the requirements of this section and table with building permits.

Dustin J. Severs

From: Rene & Lane <randl1@charter.net>
Sent: Monday, October 23, 2017 2:58 PM
To: Dustin J. Severs
Subject: Lady Geneva B & B

We live at 112 Geneva St. We don't have an issue with having a B & B in our neighbor. Our only concern is that the door will be cracked open possibly allowing other situations to happen in our neighborhood. What is our recourse if a problem comes up at the B & B (parking on the street; sign obnoxious (colors/lights); too many guests; owner needs to live at residence; limit number of B & B's allowed in Geneva-Minnesota Historic District. Thank you for allowing us to voice our opinion.
Rene and Lane Forncrook

January 11, 2018 City Council Meeting: Lady Geneva B&B

Purpose of the meeting: address criteria for proposed Lady Geneva B&B not consistent with the neighborhood

Background

- Geneva-Minnesota remains one of four historic districts within the city limits of Medford.
- Geneva-Minnesota is subject to review by the Historic Commission. Changes include exterior alterations (including signs) of historic buildings, new construction, demolition, exceptions, and appeals of minor reviews.

Consolidation of the Landmark & Historic Preservation Commission (LHPC) with the Site Plan and Architectural Commission (SPAC):

On August 3, 2017, the City Council made a motion directing staff to draft code language that will combine the duties of the Landmarks and Historic Preservation Commission with the Site Plan and Architectural Commission. The possible consolidation of the historic commission may be problematic to keeping the Certified Local Government (CLG) designation. The Planning staff recommends maintaining the CLG status for Medford and thus has reservations about eliminating the Commission until it is confirmed whether the CLG status could be preserved without a separate Historic Commission. Eliminating a dedicated Commission might send a message, albeit unintentional, that the City's commitment to historic preservation in the long term is eroding.

Question: What has the city decided in regards to this consolidation proposal?

Bed and Breakfast (Code MLDC 10.010 and MLDC 10.313):

- Owner occupied management must live on property
- No on-street parking
- Limitations: size limitation of signage; style cohesive with historic look; no digital signs; no bright lights; house must maintain historic style; can't remodel to accommodate business, change window style or install a carport
- B&B's are limited by the number of parking places (which must be equal to the number of bedrooms being offered plus 2 parking spaces for the owners)
- The existing driveway (which is currently gravel) will need to be paved; because we are in an historic district, the Historic Commission must approve the new driveway material

Questions/Concerns:

1. Will there be any effect on utilities? Electrical, sewer, water, etc.
2. What is the definition of "owner occupied"? Percent of time the owners are expected to be on premise?
3. If the property is not approved as a B&B and the owner chooses to operate an AirB&B and/or VRBO on site, our current city code is silent on this issue. When will the City address the lack of code for AirB&B and/or VRBO in the city of Medford?

4. An influx of renters will further crowd our narrow streets with limited parking; this is not a good fit for historic areas and produces commercialization of a National Historic neighborhood.
5. A few years back, prior to Jim Huber retiring as Director of Planning, Jim commented that the historical neighborhoods in Medford need to be protected via new zoning codes. Jim indicated that the Planning Department was hiring a consultant to address the new codes issue. Was anything done with regards to zoning codes in historical neighborhoods? If not, will this issue be addressed by the City Council?

Dustin J. Severs

From: Gloria Thomas <ladygenevabb@gmail.com>
Sent: Wednesday, January 03, 2018 5:19 PM
To: Dustin J. Severs
Subject: Request for amendment of CUP

Good Afternoon Dustin,

Via this email I am formally requesting to amend the CUP submitted to reduce the amount of bedrooms from 5 to 2, and allowing for a total of 6 occupants. In addition I will also only be making modifications to the house to add 1 bathroom inside one of the bedrooms.

Please advise if there is anything else needed for the January 11th hearing.

Regards,
Gloria Thomas and Cecil de Haas

Vol 260

308

H. M. McFARLAND ET UX TO 260-398 C. A. KNIGHT	Kind of Instrument WARRANTY DEED	STATE OF OREGON County of Jackson
	199007 Consideration \$ 1.00	I hereby certify that the annexed instrument of writing was received and filed for record at 4:45 o'clock P. M. on the 13th day of JULY, 1915 G. R. Carter Clerk By _____ Deputy

Torrens System.

KNOW ALL MEN BY THESE PRESENTS, That we, H. M. McFarland and Julia B. McFarland, husband and wife, of the County of Lamoille and State of Vermont, for and in consideration of the sum of one dollar and other valuable consideration to us paid, have bargained and sold and by these presents do bargain, sell and convey unto C. A. Knight, married to Cora L. Knight, of the County of Jackson and State of Oregon, the following described premises, situated and being in the County of Jackson and State of Oregon, to-wit:-

Commencing at a point on the west line of Geneva Avenue ten (10) feet south of the north-east corner of the Lot numbered ten (10) in Block number two (2) of the HUMPHEY-KNIGHT ADDITION to the city of Medford, and running thence west to the west line of said Lot; thence south along said west line fifty (50) feet; thence east to the west line of Geneva Avenue; thence north fifty (50) feet to the place of beginning, being the south forty (40) feet of said Lot ten (10) and the north ten (10) feet of Lot eleven (11) of said Block two (2) of said HUMPHEY-KNIGHT ADDITION; the same being subject to an easement for a driveway along the south line of said tract four feet wide extending from front to rear, which four feet strip, with a like four feet strip of land on the north side of the Lot adjoining on the south to constitute a driveway eight feet wide, and to be used by the owners and occupants of each of said Lots perpetually as a driveway for all purposes of travel and transportation from Geneva Avenue to the rear of said properties.

TO HAVE AND TO HOLD the said premises with the appurtenances unto the said C. A. Knight and his heirs and assigns forever. And we, the said grantors, do hereby covenant to and with the said C. A. Knight and his heirs and assigns that we are the owners in fee simple of said premises; that they are free from all incumbrances, save assessments by the city of Medford, which the grantee assumes and agrees to pay as part of the purchase price, and that we will warrant and defend the same from all other lawful claims and incumbrances whatsoever.

IN WITNESS WHEREOF, we have hereunto subscribed our names and affixed our seals this the 3rd day of August A. D. 1914.

Witnesses,

F. M. Culver

H. M. McFarland SEAL.

Helen M. Douglass

Julia B. McFarland SEAL.

STATE OF VERMONT

} SS.

COUNTY OF LAMOILLE. }

THIS IS TO CERTIFY that on this 3rd day of August A. D. 1914, before me, the undersigned, a notary public in and for said state and county, personally appeared H. M. McFarland and Julia B. McFarland, his wife, who are personally known to me to be the identical persons named in and who executed the foregoing instrument in my presence, and then and there acknowledged to me that they executed the same freely and voluntarily and for the uses and purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal this the day and year last above written.

Notarial Seal of

F. M. Culver

F. M. Culver

NOTARY PUBLIC FOR VERMONT.

Consideration Less than \$100.00

CITY OF MEDFORD

File # CUP-17-116

Vol 260

399

C. A. KNIGHT ET UX
TO
260-399

MILLARD D. OLDS

Kind of Instrument
WARRANTY DEED

19908
Consideration

\$ 1.00

STATE OF OREGON
County of Jackson

I hereby certify that the annexed instrument of writing was received and filed for record at 4:45 o'clock P.M. on the 13th day of July, 1919.

G. R. Carter Clerk

By Deputy

M.P.
N.P.

TORRENS SYSTEM.

KNOW ALL MEN BY THESE PRESENTS, That wo, C. A. Knight and Cora L. Knight, husband and wife, of the County of Jackson and State of Oregon, for and in consideration of the sum of one dollar and other valuable consideration to us paid, have bargained and sold and by these presents do bargain, sell and convey unto Millard D. Olds, of Cheboygan, Cheboygan County, Michigan, the following described premises, situated and being in Jackson County, State of Oregon, towit:-

Commencing at a point on the west line of Geneva Avenue ten (10) feet south of the north-east corner of the Lot numbered ten (10) in Block number two (2) of the HUMPHREY-KNIGHT ADDITION to the city of Medford, and running west to the west line of said Lot; thence south along said west line fifty (50) feet; thence east to the west line of Geneva Avenue; thence north fifty (50) feet to the place of beginning, being the south forty (40) feet of said Lot ten (10) and the north ten (10) feet of Lot eleven (11) of said Block two (2) of the said HUMPHREY-KNIGHT ADDITION; the same being subject to an easement for a driveway along the south line of said tract four (4) feet wide extending from front to rear, which four (4) feet strip with a like four (4) feet strip of land on the north side of the Lot adjoining on the south to constitute a driveway eight (8) feet wide, and to be used by the owners and occupants of each of said Lots perpetually as a driveway for all purposes of travel and transportation from Geneva Avenue to the rear of said properties. All as described in Certificate of Title No. 2446, issued by the Registrar of Titles for Jackson County, Oregon, on the 19th day of August, 1919.

This conveyance is made subject to all unpaid assessments by the city of Medford which were not due November 1, 1919, all of which the grantee assumes and agrees to pay as part of the purchase price of said premises.

TO HAVE AND TO HOLD the said premises with the appurtenances unto the said Millard D. Olds and his heirs and assigns forever. And I, the said C. A. Knight, do hereby covenant to and with the said Millard D. Olds and his heirs and assigns that I am the owner in fee simple of said premises; that they are free from all incumbrances, save said city assessments, and that I will warrant and defend the same against all other lawful claims and incumbrances of whatever kind or nature.

IN WITNESS WHEREOF, we have hereunto subscribed our names and affixed our seals this the 25th day of November A. D. 1919.

Witnesses,

Sara K. Page

C. A. Knight . . . (SEAL)

Laura M. Page

Cora L. Knight . . . (SEAL)

STATE OF OREGON)
COUNTY OF JACKSON.) SS.

THIS IS TO CERTIFY that on this 25th day of November A. D. 1919, before me, the undersigned, a notary public in and for said state and county, personally appeared C. A. Knight and Cora L. Knight, his wife, who are personally known to me to be the identical persons named in and who executed the within instrument in my presence, and then and there acknowledged to me that they executed the same freely and voluntarily and for the uses and purposes therein expressed.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal this the day and year last above written.

Notarial Seal of

M. Purdin

M. Purdin

NOTARY PUBLIC FOR OREGON

DOCUMENTARY STAMPS
\$8.00 CANCELLED

My commission expires Feb. 9, 1921

95-12002

12

L-62886-88

STATUTORY WARRANTY DEED

5.00
10.00
20.00

GENEVA COMPANY, an Oregon corporation, Grantor, hereby warrants and conveys to Emma S. Skidmore, in her capacity as Trustee of the SKIDMORE FAMILY TRUST U.T.A.D. January 25, 1988, Grantee, the following described parcel of real property located in Jackson County, Oregon, free of any and all encumbrances other than encumbrances of record as of the date of execution of this instrument:

Commencing at a 5/8 inch iron pin on the east line of Lot 11 of Block 2 of Humphrey-Knight Addition to the City of Medford according to the official recorded plat thereof, Jackson County, Oregon, which bears North 0° 00' 36" East 150.00 feet from the southeast corner of said Lot, thence South 89° 59' 26" West, along the south line of that parcel described in Instrument No. 88-01819 of the Official Records of said County, 91.60 feet to a 5/8 inch iron pin and the POINT OF BEGINNING; thence continuing along said line South 89° 59' 25" West 38.00 feet; thence South 0° 00' 34" West, along the west line of said Lot 11 a distance of 18.00 feet to a 5/8 inch iron pin; thence North 89° 59' 28" East 38.00 feet to a 5/8 inch iron pin; thence North 0° 00' 34" East 18.00 feet to the POINT OF BEGINNING.

303
37430AR
YANCOU

SUBJECT TO the restriction that Grantee shall make no use of the above-described property which would restrict use by Grantor of the common user driveway easement identified in those certain Deeds recorded in Volume 260, Page 388 and 399 of the Deed Records of Jackson County, Oregon.

The true consideration for this conveyance is \$2,052.00.

This instrument will not allow use of the property described in this instrument in violation of applicable land use laws and regulations. The property described in this instrument may not be within a fire protection district protecting structures. The property is subject to land use laws and regulations, which in farm and forest zones, may not authorize construction or siting of a residence and which limit lawsuits against farming or forest practices as defined in ORS 30.933, in all zones. Before signing or accepting this instrument, the person acquiring fee title to the property should check with the appropriate city or county planning department to verify approved use and existence of fire protection for structures.

DATED this 20 day of January, 1995.

GRANTOR: GENEVA COMPANY

Jackson County, Oregon
Recorded

OFFICIAL RECORDS APPROVED

By Raymond H. McKin DDS.

2010 MAY 05 1995 P.M.

CITY OF MEDFORD
Planning Dept

STATE OF OREGON

NOTARY PUBLIC
CLERK and RECORDER

County of Jackson

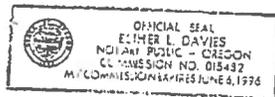
ss

Deborah S. Bennett
Deputy

AMC
1/20/95

The foregoing instrument was acknowledged before me this 20 day of January, 1995, by Raymond H. McKin, Esq., of GENEVA COMPANY, Grantor.

Deborah S. Bennett
Notary Public for Oregon



After use - please return to
Emma S. Skidmore
15 Geneva
Medford, OR 97504

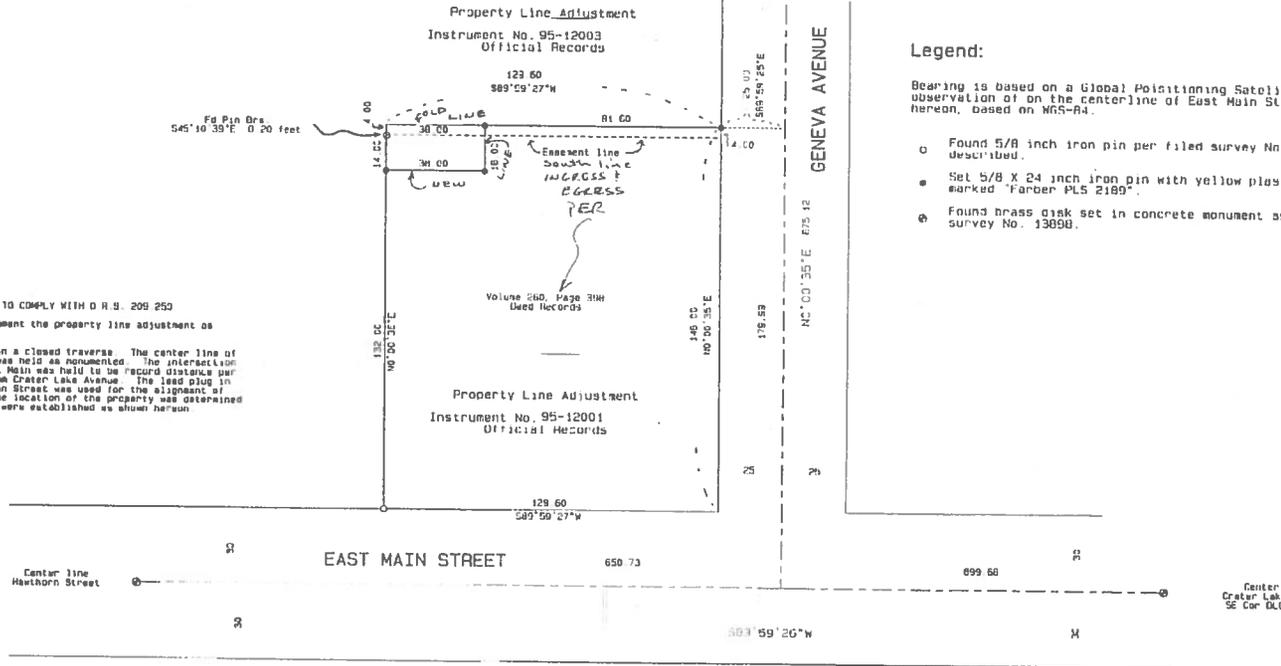
Until a change is required, all tax statements should be sent to Mrs. Emma S. Skidmore, Trustee, 15 Geneva, Medford, OR 97504

PROPERTY

Map of Survey

Located in lot 10 and 11 of Block 2 of Humphrey-Knight Addition to the City of Medford, in the northeast quarter of section 30, Township 37 South, Range 1 West of the Willamette Meridian, Jackson County, Oregon.

for
Ms. Erma S. Skidmore
 15 Geneva Avenue
 Medford, Oregon 97504



- Legend:**
- Found 5/8 inch iron pin per filed survey No. 755 as described.
 - Set 5/8 X 24 inch iron pin with yellow plastic cap marked "Farber PLS 2189".
 - ⊙ Found brass disk set in concrete monument as per filed survey No. 13898.

SURVEY NARRATIVE TO COMPLY WITH O.R.S. 209.250

Purpose: To survey and monument the property line adjustment as shown herein.

Procedure: Control was tied in a closed traverse. The center line of East Main Street was held as monumented. The intersection of Geneva and East Main was held to be record distance per survey No. 350 from Crater Lake Avenue. The lead plug in the curb of Sherman Street was used for the alignment of Geneva Avenue. The location of the property was determined and the monuments were established as shown herein.

RECEIVED
 JUL 31 1995
 LAND SURVEYING
 H. E. BOYDEN
 MEDFORD, OREGON

SURVEYED BY: FARBER & SONS, INC.
 FARBER SURVEYING
 P. O. BOX 5785
 CENTRAL POINT, OREGON 97502

OFFICE: 508 EAST JACKSON
 MEDFORD, OREGON 97504
 PHONE: (503) 776-0846

COMPUTED BY: HAF
SCALE: 1 inch = 30 feet
DATE: 31 JUL 1995

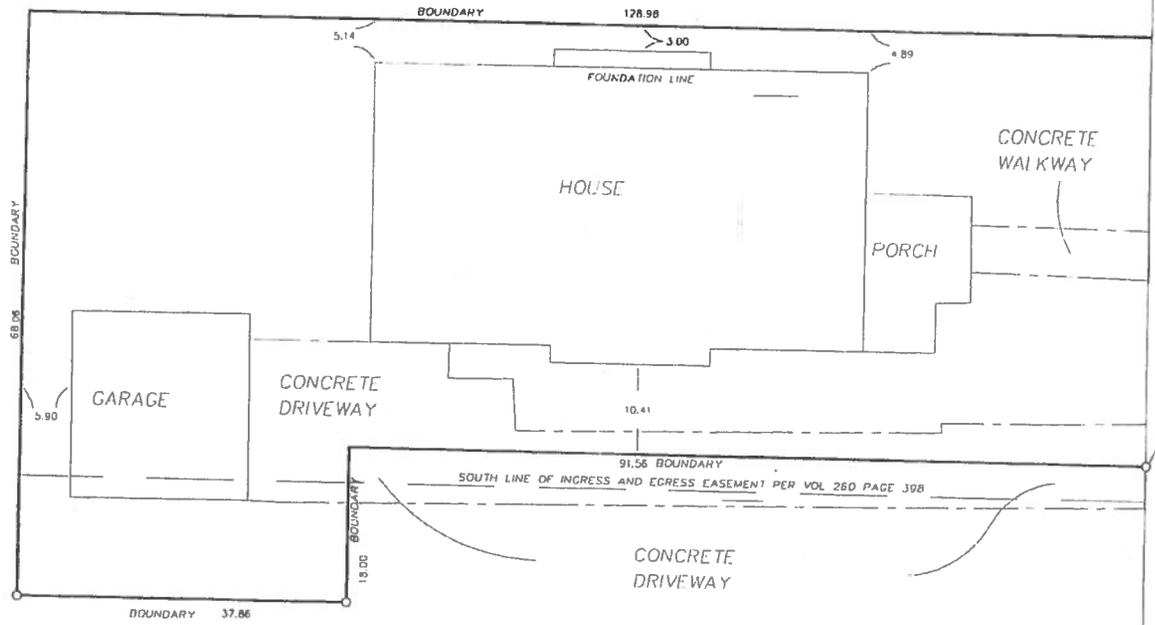
NOTATION: 0'
ORIGIN: 9900 000 N 20150 000 E
JOB NO.: 0453-94

Assessor Map No. 371M30AB Tax Lots 16400, 16500

SITE PLAN
of
15 GENEVA STREET

located in the
NORTHEAST QUARTER OF SECTION 30,
TOWNSHIP 37 SOUTH, RANGE 1 WEST,
WILLAMETTE MERIDIAN, JACKSON COUNTY, OREGON

for
GLORIA THOMAS
15 GENEVA STREET
MEDFORD, OREGON 97501



○ = FOUND 5/8" IRON PIN.

Note: Survey monuments of the survey filed as survey number 14617 were located and tied along with the shown improvements. The boundaries were computed from deed record.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Jason M. Martin

OREGON
MAY 8, 2012
JASON M. MARTIN
54728

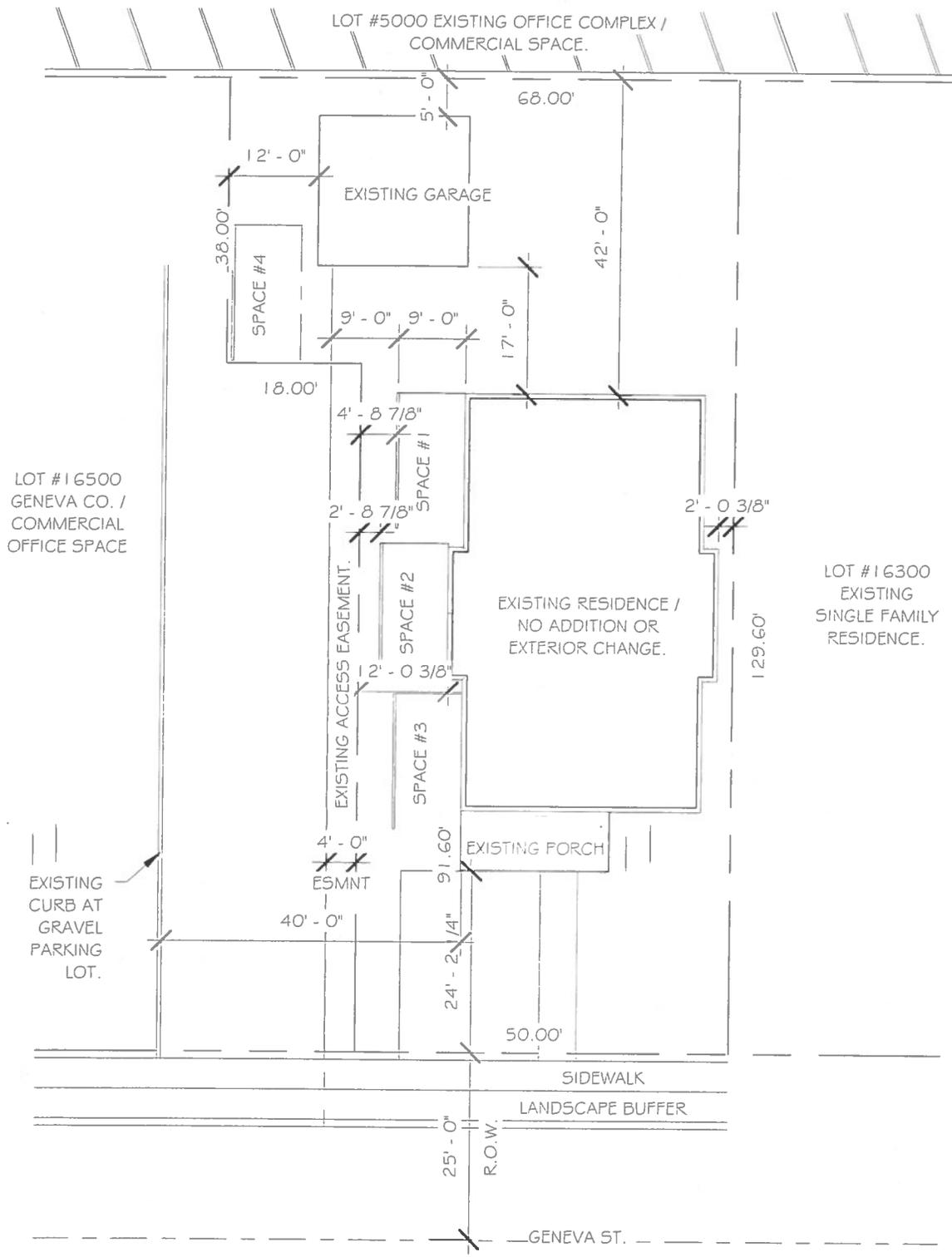
RENEWS: 1/1/2019

Surveyed by:
FARBER & SONS, INC. dba



PO BOX 5286
431 OAK STREET
CENTRAL POINT, OREGON 97502
(541) 664-5599

CITY OF MEDFORD
EXHIBIT # N
File # CUP-17-116



1 SITE PLAN
1" = 20'-0"

	165 CHARARRAL SHADY COVE OR. 97539 541-878-2918 TERRY@TNTCAD.COM		GENEVA B&B	
	Date 7-12-18	S-1		
Drawn by TNT		CITY OF MEDFORD Seal: 7/12/18 12:00 PM		

Dustin J. Severs

From: Gloria Thomas <ladygenevabb@gmail.com>
Sent: Tuesday, July 17, 2018 7:43 PM
To: Dustin J. Severs
Subject: Request to amend CUP to 4 bedrooms

Good Afternoon Dustin,

As per the survey it is shown that we have plenty of land to accommodate 4 cars in addition to the 2 car garage and only utilizing the easement for ingress and egress of vehicles. Therefore we are requesting to amend our CUP to up to 4 guest rooms. We currently have 4 bathrooms in the home, 3 of which will be available exclusively to the guests. 2 rooms have their own bathroom and the other two will share one full bathroom. As in any business, full occupancy will not be expected and even if all 4 rooms were occupied at the same time the total amount of guests in the 4 rooms would not exceed 9 guests. The breakdown is as follows:

Room 1: 1 guest

Room 2: 2 guests

Room 3: 2 guests

Room 4: 4 guests

Regards,

Gloria Thomas and Cecil de Haas

I am Barbara Budge Griffin. I own property in the Geneva-Minnesota Historic District. I speak tonight to try to keep the small two-block historic neighborhood of Geneva-Minnesota from being changed into a commercial zone of rental lodging.

The character of this Historic District is under imminent threat of change — a neighborhood of families living in homes changing to a possible cluster of B&B's and AirB&B's.

According to Angela of TravelMedford, there are currently 2,500 motel rooms available, 149 AirB&B's, and several B&B's.

An AirB&B is a commercial endeavor, but Medford has no regulations or codes regarding them. AirB&B's are thus an end-run around local regulations. Regulations are in place for a reason. Without regulations for AirB&B's our Historic District neighborhood will be changed drastically.

No AirB&B regulations means the following:

- No property manager on premises.
- No parking regulations.
- No lodging tax for the City of Medford.

From the January 8, 2018 written communication to the Geneva-Minnesota Neighbors from applicants Gloria A. Thomas and Cecil E. De Haas, of 1421 23rd St SW, Miami, Florida, concerning this B&B Proposal, I quote from their email:

“So whether we are approved for a B&B or elect to supplement it with AirB&B, you can be assured that you would not be able to tell the difference between our B&B guests or our AirB&B guests.” (end of quote)

I am opposed to the approval of 15 Geneva Street as a B&B. And yet the applicants have clearly stated that even if they are not approved for a B&B, they will darn-well do as they please and create an AirB&B. Remember: no property manager, no parking regulations and no lodging tax.

To keep our Historic District a neighborhood, we need to be insistent on B&B regulations, and require the same regulation for any AirB&B hoping to operate within Medford and our Historic District. We then need to ensure those regulations are enforced. Who in the City of Medford is charged with enforcing such regulations? Will 15 Geneva become an unregulated AirB&B?

The Geneva - Minnesota Historic District is one of Medford's most intact early 20th-Century residential areas.

In the early 1990's, this neighborhood — the Geneva-Minnesota District — was designated a historic district to assure families and homeowners that this neighborhood would not become a commercial area and to preserve this designated-historic residential area.

Now some people have decided they want to change the neighborhood by having a bed and breakfast on Geneva or an ADU on Minnesota.

***With no regulations in place, an ADU, created as adjunct housing for a relative (such as an aging mother), could easily be turned into an AirB&B or a Vacation Rental by the owner when the mother's need for it has passed.

AirB&Bs could mean many families moving in and out of a rented house, with an ever-changing assortment of vehicles, often very large RVs, parked around the property. This is decidedly NOT part of the historic district plan. In a conversation with George Kramer not long ago, he lamented that Ashland was taken by surprise when AirB&B's came into Ashland. Do we want that to happen in Medford as well? (Ashland may be working on AirB&B regulations now.)

At a recent neighborhood meeting, we were informed that there is already one AirB&B on Sherman Street adjoining in the Geneva-Minnesota Historic District. Research uncovered there are no City of Medford ordinances regulating this type of commercial endeavor. Bed and Breakfasts (B&B's), also commercial endeavors, are at least subject to local licensing and regulations; AirB&B is an end-run around the local regulations. Regulations are in place for a reason; do we want to abandon them in our historic districts? No regulation for AirB&B's would result in the following:

No property manager on premises.

No parking regulations.

No lodging tax for the City of Medford.

The historic neighborhood designation carries with it an implied commitment to maintain the essence of a neighborhood. How can we protect this historic residential neighborhood from such possible intrusions if there are no stipulations as to what can and cannot be done? We need regulations for a possible or eventual AirB&B at any location in this Historic District and other locations. Please help us by continuing to honor this intact 20th-Century residential area.

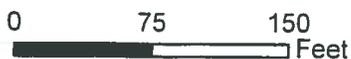


Project Name:

**Lady Geneva
3ed & Breakfast**

Map/Taxlot:

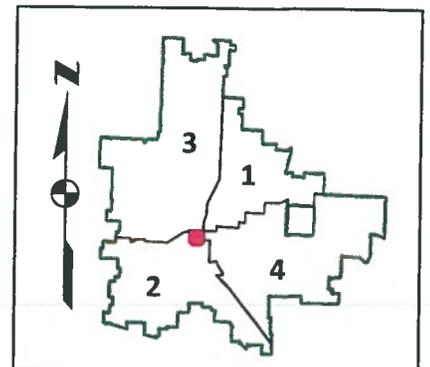
371W30AB TL 16400



09/26/2017

Legend

-  Subject Area
-  Medford Zoning
-  Tax Lots





STAFF REPORT

for a Type-C quasi-judicial decision: **Land Division**

Project East Valley Subdivision
Applicant: Twin Creeks Development, LLC; Agent: Hoffbuhr and Associates

File no. LDS-18-058

To Planning Commission *for July 26, 2018 hearing*

From Liz Conner, Planner II *LC*

Reviewer Kelly Akin, Assistant Planning Director

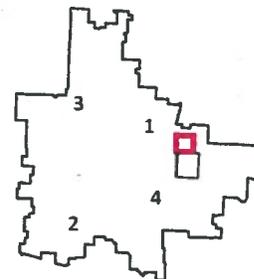
Date July 19, 2018

BACKGROUND

Proposal

Consideration of a tentative plat for a 42 lot subdivision on approximately 14.54 gross acres within the SFR-4 (Single Family Residential – 4 dwelling units per gross acre) and the SFR-2 (Single Family Residential – 2 dwelling units per gross acre) zoning districts, located on the south side of Lone Pine Road approximately 335 feet east of Foothill Road. (371W21AA TL 100).

Vicinity Map



Subject Site Characteristics

Zoning	SFR-4	Single-family Residential (4 dwelling units per gross acre)
GLUP	UR	Urban Residential
Use	Vacant	

Surrounding Site Characteristics

<i>North</i>	Zone:	OSR County, (Open Space Reserve)
	Use:	Vacant, Power sub station
<i>South</i>	Zone:	SFR-4 (Single family residential 4 units per gross acre)
	Use:	Single family dwellings, vacant
<i>East</i>	Zone:	OSR County, (Open Space Reserve)
	Use:	Vacant
<i>West</i>	Zone:	SFR-6 (Single family residential 6 units per gross acre)
	Use:	Vacant

Related Projects

A-05-042 ORD 2005-145
PUD-06-285 Expired June 28, 2010
LDS-06-287 Expired June 28, 2010
ZC-06-286 June 28, 2007

Applicable Criteria

**LAND DIVISION APPROVAL CRITERIA
FROM SECTION 10.270 OF THE MEDFORD LAND DEVELOPMENT CODE**

The approving authority (Planning Commission) shall not approve any tentative plat unless it first finds that the proposed land division, together with the provisions for its design and improvement:

- (1) Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;
- (2) Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;
- (3) Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the City of Medford; except for the

words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and platted by the same applicant that platted the land division bearing that name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;

- (4) If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property, unless the approving authority determines it is in the public interest to modify the street pattern;
- (5) If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;
- (6) Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.

Corporate Names

Twin Creeks Development CO, LLC located at 552 Blue Mood Drive, Central is a registered business with the Oregon Secretary of State with Bret Moore listed as the registered agent.

ISSUES AND ANALYSIS

Project Summary

The subject site totaling 14.54 acres was annexed into the city limits in 2005 and received a zone change in 2007 from SFR-00 (Single Family Residential, 1 unit per existing parcel) to SFR-2 (Single Family Residential, 2 units per gross acre) and SFR-4 (Single Family Residential, 4 units per gross acre). The applicant is proposing a 42 lot subdivision consisting of 33 lots within the SFR-4 zone and 9 lots within the SFR-2 zone.

Density

The overall property has a minimum density of 30 dwelling units and a maximum of 51 dwelling units, and further broken down to between zoning districts. The density for the area with SFR-2 zoning is between 5 and 11 dwelling units and between 25 and 40 dwelling units with SFR-4 zoning. The tentative plat (Exhibit N) complies with the minimum density for both zones.

Transportation System

The Public Works staff report (Exhibit G) references zone change (ZC-06-286) and the stipulations of approval based on a Traffic Impact Analysis completed in December 2016.

1. The proposed PUD can only develop up to 33 SFR dwelling units until Palermo Street, from the proposed development to McAndrews Road, is complete.
2. The proposed PUD can only develop up to 40 SFR dwelling units until the traffic signals at McAndrews eastbound and westbound ramps are in place.
3. The intersection of Foothills Road and Lone Pine Road will be restricted to right-in/right-out on Foothill Road by raised median. The median will be required at the time of development.

The Public Works staff report (Exhibit G) states that Condition 1 has been completed by the Bella Vista Heights subdivision and Condition 2 can be considered complete because the traffic signals at the East McAndrews Road eastbound and westbound ramps are part of the Foothill Road Improvement Project: Hillcrest Road to McAndrews Road, which is fully funded in the City's biennial budget.

The median required by condition 3 is still required at the time of development.

Pedestrian Pathway

Per the Park and Recreation Department memo (Exhibit H), the 2016 Medford Leisure Services Plan delineates a 10-foot wide multi-use pathway along Lone Pine Road, which serves as a connection to Prescott Park. The memo also suggests an alternative route for the pedestrian pathway and design requirements that is located almost entirely within the public right-of-way

The Public Works Department memo (Exhibit G), has addressed the location of the pedestrian pathway.

Floodplain

The property is located within a Zone X per the Flood Insurance Rate Map panel 41029C1977F (Exhibit D).

In 2015 a portion of Lone Pine Creek west of the subject parcel had a LOMR (Letter of Map Revision) case number 15-10-0236X effective June 4, 2015 that shows Base Flood Elevation and Special Flood Hazard Areas (SFHA).

The tentative plat proposes a crossing over Lone Pine Creek on Palermo Street, Porticello Drive and Camina Drive and Porticello Drive.

The Code of Federal Regulations Title 44 Section 60.3 a(4) Review subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding. If a subdivision proposal or other proposed new development is in a flood-prone area, any such proposals shall be reviewed to assure that (i) all such proposals are consistent with the need to minimize flood damage within the flood-prone area, (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage, and (iii) adequate drainage is provided to reduce exposure to flood hazards.

Other Agency Comments

Rogue Valley International Airport (Exhibit M)

Rogue Valley International Airport requests an Avigation, Noise and Hazard Easement to be required as part of the permit process. In the 2010 LUBA decision on Michelle Barnes vs. City of Hillsboro and the Port of Portland, Nollan/Dolan findings are required to support the request (LUBA No. 2010-011). None were provided; therefore, a condition requiring compliance with the airport's request for an Avigation, Noise and Hazard Easement has not been included.

Also, due to the proximity to the Airport, the applicant needs to contact the FAA regarding the filing of a 7460-1 Notice of Proposed Construction or Alteration form.

FINDINGS AND CONCLUSIONS

Staff has reviewed the applicant's findings and conclusions (Exhibit E) and recommends the Commission adopt the findings as presented.

RECOMMENDED ACTION

Adopt the findings as recommended by staff and direct staff to prepare the final order for approval of LDS-18-058 per the staff report dated July 19, 2018, including Exhibits A through N.

EXHIBITS

- A Conditions of Approval, dated July 5, 2018
- B Tentative Plan received April 30, 2018
- C Preliminary Utility and Grading Plans received April 30, 2018
- D National Flood Hazard Layer FIRMette printed July 5, 2018

- E Applicants findings and conclusions received April 30, 2018
- F Geotechnical and Geological Investigation approved May 21, 2018
- G Public Works Staff Report dated June 20, 2018
- H Parks and Recreation Department Staff Memo dated July 16, 2018
- I Medford Fire Department report dated June 20, 2018
- J Medford Water Commission Memo dated June 20, 2018
- K Medford Building Department Memo dated June 20, 2018
- L Jackson County Roads Department comments dated June 12, 2018
- M Jackson County Airport comments received June 14, 2018
- N Density Calculations
Vicinity map

PLANNING COMMISSION AGENDA:

JULY 12, 2018
JULY 26, 2018

EXHIBIT A

**East Valley Subdivision
LDS-18-058
Conditions of Approval
July 19, 2018**

CODE CONDITIONS

1. The applicant shall:
 - a. Comply with the Public Works Staff Report dated July 18, 2018 (Exhibit G).
 - b. Comply with the Medford Parks and Recreation Memo dated July 16, 2018 (Exhibit H).
 - c. Comply with the Fire Department Report, received June 20, 2018 (Exhibit I).
 - d. Comply with the Medford Water Commission Staff Memo dated June 20, 2018 (Exhibit J).
 - e. Comply with the Medford Building Department memo, received June 20, 2018 (Exhibit K).
 - f. Comply with the Jackson County Roads Comments dated June 12, 2018 (Exhibit L).



APPLICANT/OWNER
 TWIN CREEKS DEVELOPMENT CO., LLC
 P.O. BOX 3571
 CENTRAL POINT, OREGON 97502
 541-665-5401

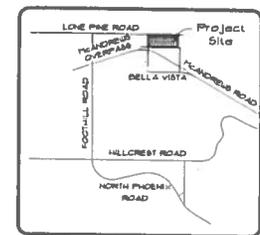
AGENT
 HOFFBUHR AND ASSOC., INC.
 880 GOLF VIEW DRIVE, STE 201
 MEDFORD OREGON 97504
 541-779-4641

TENTATIVE PLAT
 FOR:
 EAST VALLEY SUBDIVISION,
 LOCATED IN:
 THE NE 1/4 OF SECTION 21
 IN TOWNSHIP 37 S., R1W, W1M.,
 CITY OF MEDFORD,
 JACKSON COUNTY, OREGON
 TAX LOT 100

ENGINEERING
 THORNTON ENGINEERING
 260 N. 3RD STREET
 JACKSONVILLE OREGON 97530
 541-899-1489

SURVEYING
 HOFFBUHR AND ASSOC., INC.
 880 GOLF VIEW DRIVE, STE 201
 MEDFORD OREGON 97504
 541-779-4641

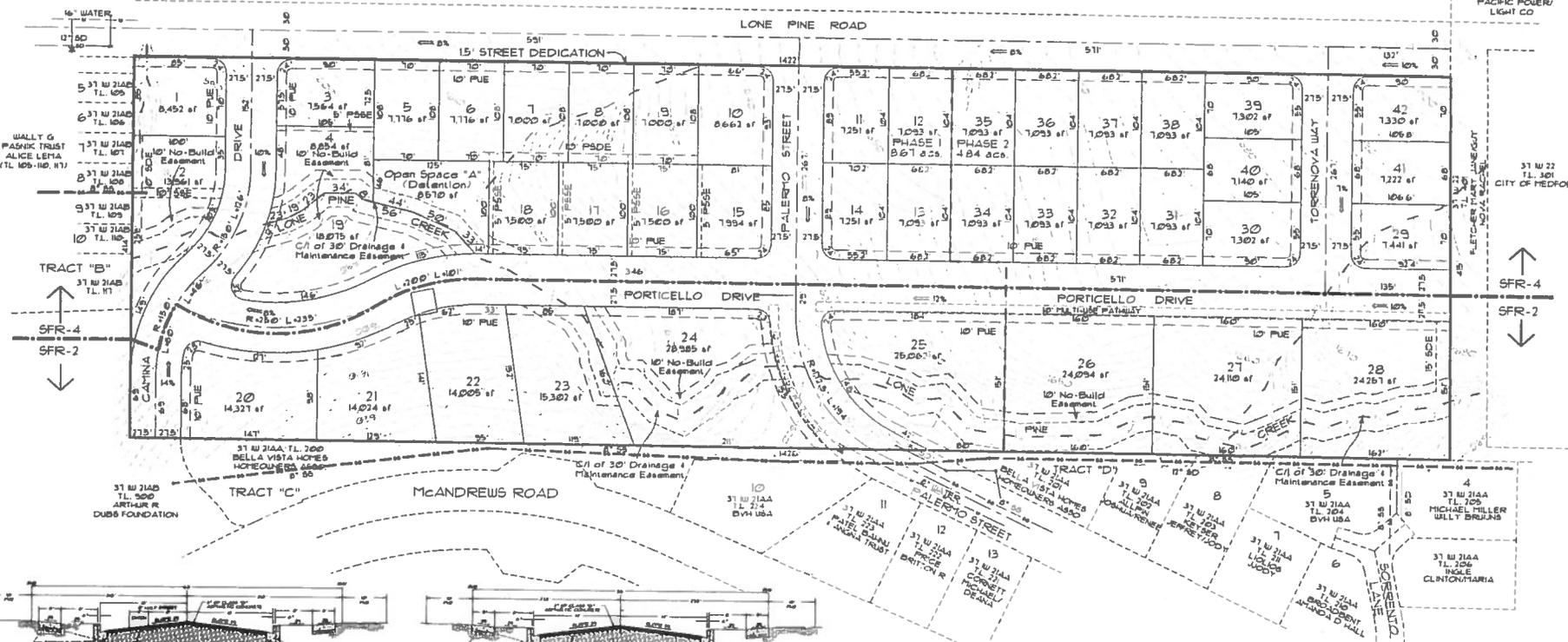
VICINITY MAP



37 W 14D
 TL. 3100
 PACIFIC POWER/
 LIGHT CO.

37 W 15C
 TL. 1000
 PACIFIC POWER/
 LIGHT CO.

37 W 22
 TL. 301
 CITY OF MEDFORD



TRACT "B"
 37 W 21AB
 TL. 101

37 W 21AD
 TL. 500
 ARTHUR R.
 DUBS FOUNDATION

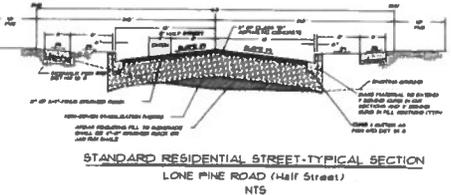
37 W 21AA
 TL. 700
 BELLA VISTA HOMES
 HORTON/DESS ASSOCIATES

37 W 21AA
 TL. 214
 BVM USA

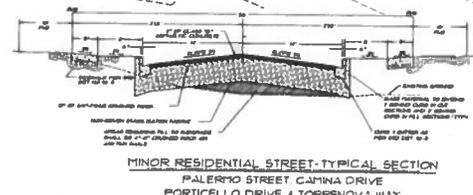
37 W 21AA
 TL. 204
 DVH USA

37 W 21AA
 TL. 205
 MICHAEL TILLER
 WILLY BRUNNS

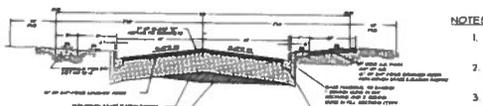
37 W 21AA
 TL. 206
 INGLE
 CLINTON/MARIA



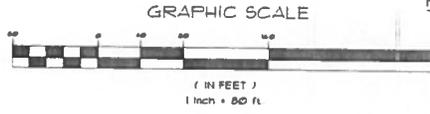
STANDARD RESIDENTIAL STREET-TYPICAL SECTION
 LONE PINE ROAD (Half Street)
 NTS



MINOR RESIDENTIAL STREET-TYPICAL SECTION
 PALERMO STREET, CAMINA DRIVE
 PORTICELLO DRIVE + TORRENOVA WAY
 NTS



MINOR RESIDENTIAL STREET WITH A/C MULTI-USE PATH-TYPICAL SECTION
 PALERMO STREET SOUTH OF PORTICELLO DRIVE
 PORTICELLO DRIVE EAST OF PALERMO STREET
 NTS



GRAPHIC SCALE

(IN FEET)
 1 inch = 80 ft

- NOTES**
1. DRAINAGE WAYS TO BE INCORPORATED INTO STORM DRAINAGE. SEE CONCEPTUAL GRADING + UTILITY PLAN.
 2. CONTOURS ARE AT 2' INTERVALS. INDEX CONTOURS ARE AT 10' INTERVALS.
 3. PUBLIC UTILITY EASEMENTS (PUE) TO BE PROVIDED ALONG ALL STREET FRONTS AND AS REQUESTED BY AFFECTED UTILITIES.

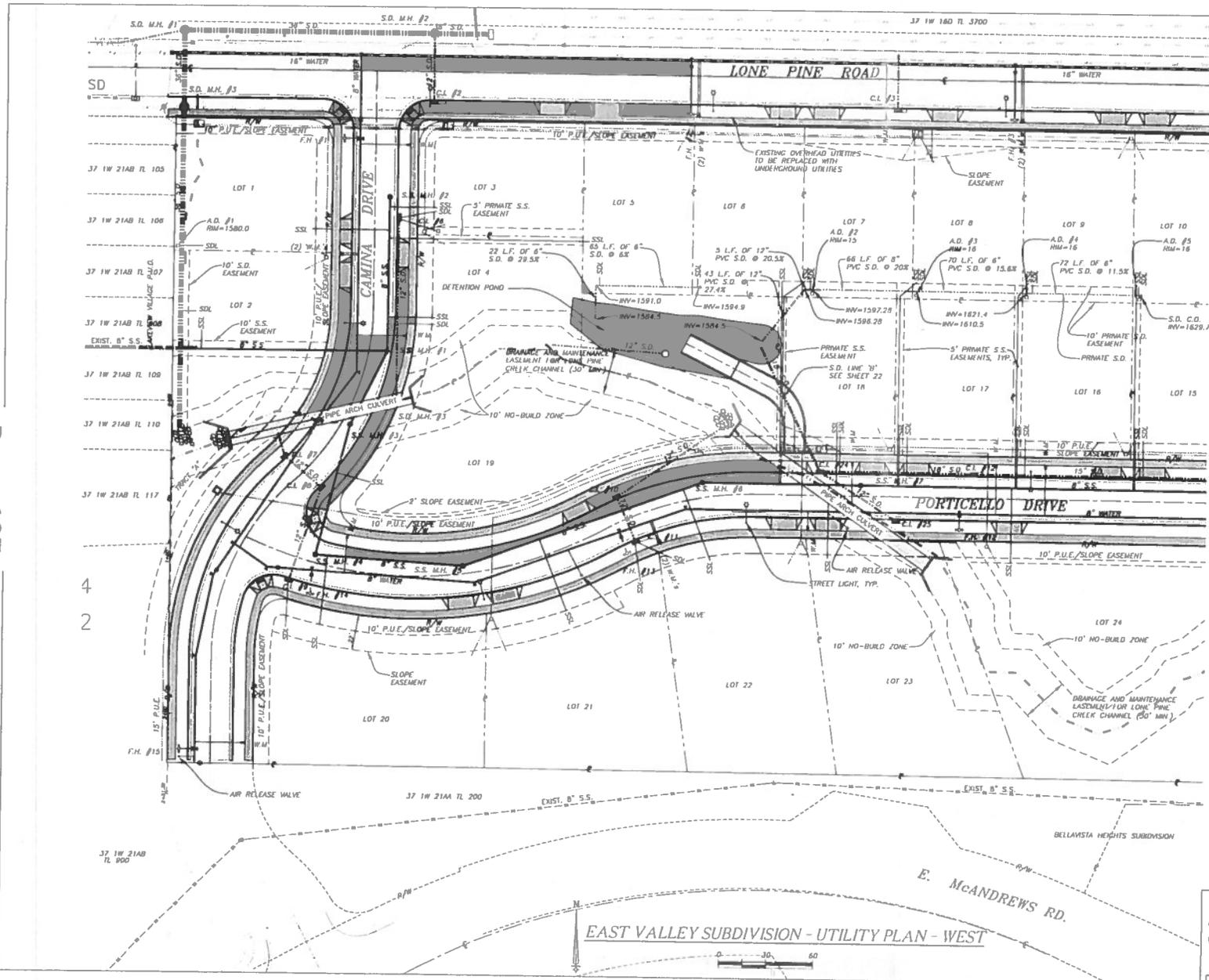
REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 JULY 26, 1981
 DAVID H. MINNECI
 3343
 EXPIRES 6/23/16

SCHOOL DISTRICT : 549-C
 IRRIGATION DISTRICT : MID
 SANITATION DISTRICT : CITY OF MEDFORD
 ZONING : SFR-4/SFR-2
 EXISTING USE : VACANT
 PROPOSED USE : RESIDENTIAL
 AREA : 14.84 AC (G113) AC (LU)
 AREA : SFR-2 = 5.46 ACS - SFR-4 = 9.08 ACS

BY: DAVID MINNECI
 DATE: JANUARY 12, 2016
 PROJECT: 16-032
 DRAWING FILE NO.: 16032TENTR1003
 SCALE: 1" = 80'
 REVISION NO.: ONE
 REVISION DATE: JULY 18, 2016
 BASIS OF BEARING:
 DRAWN BY:
 REVIEWED BY:
 SHEET 1 OF 1

HOFFBUHR & ASSOCIATES, INC.
 880 GOLF VIEW DRIVE
 SUITE 201
 MEDFORD, OR 97504
 (541) 779-4641
 FAX (541) 779-8872



NOTE:
OBTAIN BUILDING PERMIT FOR
SSL INSPECTION BEYOND
RIGHT OF WAY

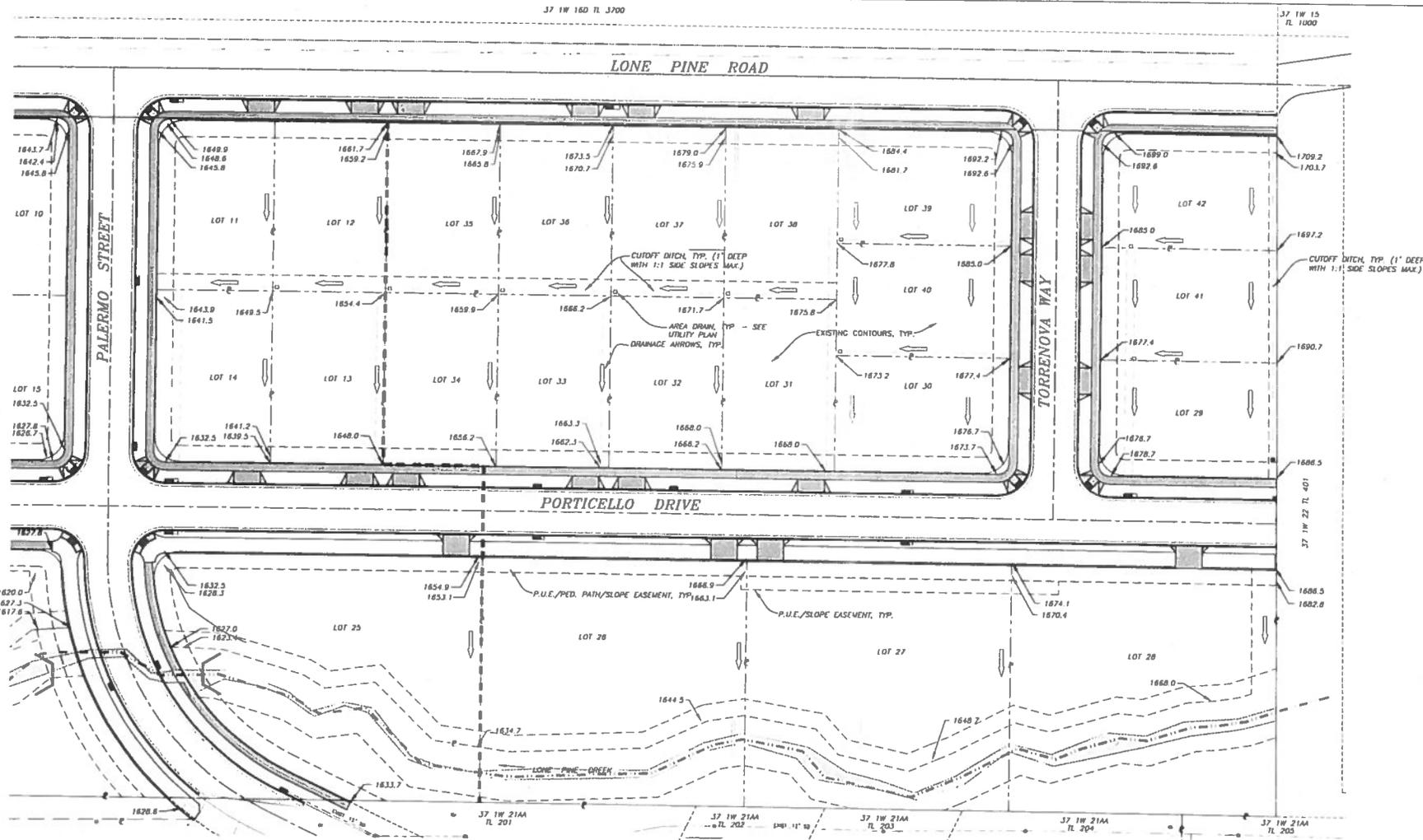
EAST VALLEY SUBDIVISION - UTILITY PLAN - WEST

NO.	REVISION	DATE	BY

REVISOR AS CONSTRUCTED BY _____
 CITY OF MEDFORD - ENGINEERING DEPT.
EAST VALLEY SUBDIVISION
 PRELIMINARY UTILITY PLAN - WEST
 DRAWN BY: J.S. DATE: 4/2/2002 PROJECT NO.: P-1757/D
 CHECKED BY: J.S. DATE: _____
 DESIGNED BY: J.S. DATE: _____
 DRAWING NO.: 2 OF 5



2/5
 NC "



EAST VALLEY SUBDIVISION - GRADING PLAN - EAST

NO.	REVISION	DATE	BY

REVISED AS CONSTRUCTED BY
CITY OF MEDFORD - ENGINEERING DEPT.

DESIGNED BY	DATE	PROJECT NO.
DRAWN BY	7/28/2016	P-1757D
CHECKED BY		DRAWING NO.
APPROVED BY		5 OF 5



70
S/S
11C11

National Flood Hazard Layer FIRMette



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- SPECIAL FLOOD HAZARD AREAS**
 - Without Base Flood Elevation (BFE)
Zone A, V, A99
 - With BFE or Depth *Zone AE, AO, AH, VE, AR*
 - Regulatory Floodway

- OTHER AREAS OF FLOOD HAZARD**
 - 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
 - Future Conditions 1% Annual Chance Flood Hazard *Zone X*
 - Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
 - Area with Flood Risk due to Levee *Zone D*

- OTHER AREAS**
 - NO SCREEN** Area of Minimal Flood Hazard *Zone X*
 - Effective LOMRs
 - Area of Undetermined Flood Hazard *Zone D*

- GENERAL STRUCTURES**
 - Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall

- OTHER FEATURES**
 - B** 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
 - 17.5 Coastal Transect
 - Coastal Transect
 - Base Flood Elevation Line (BFE)
 - Limit of Study
 - Jurisdiction Boundary
 - Coastal Transect Baseline
 - Profile Baseline
 - Hydrographic Feature

- MAP PANELS**
 - Digital Data Available
 - No Digital Data Available
 - Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 7/5/2018 at 11:19:12 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

42°20'53.85"N



Page 111

CITY OF MEDFORD
EXHIBIT # **D**
File # LDS-18-058

USGS The National Map: Orthoimagery. Data refreshed October 2017.

250 500 1,000 1,500 2,000 Feet 1:6,000

42°20'27.26"N

122°48'55.00"W

**FINDINGS OF FACT AND CONCLUSIONS OF LAW
BEFORE THE CITY OF MEDFORD PLANNING COMMISSION**

RECEIVED
APR 30 2018
PLANNING DEPT.

**IN THE MATTER OF AN APPLICATION FOR
THE TENTATIVE PLAT APPROVAL OF EAST
VALLEY SUBDIVISION.**

APPLICANT: Twin Creeks Development
PO Box 3577
Central Point, Or 97502

AGENT: Hoffbuhr and Associates
880 Golf View Drive
Suite #201
Medford OR 97504

A. BACKGROUND INFORMATION

The subject property was originally approved as a 42 lot PUD (PUD-06-285) ZC-06-286) (LDS-06-287) in June of 2007. The project was not developed because of the economic downturn. The owner now wishes to gain tentative plat approval for a 42 lot subdivision on the subject property. The property contains 14.54 gross acres and is located on the south side of Lone Pine Road approximately 335 feet east of North Foothill Road.

B. SCOPE, PURPOSE, AND OVERVIEW OF THE APPLICATION

The purpose of this application is for the resubmission and approval of a Tentative Plat for a 42-lot residential subdivision consisting of detached, single-family dwelling units. Included in the proposal are the creation of a new street Porticello Drive and the extension of the two adjoining streets, Camina Drive and Palermo Street.

Additionally, the applicant requests the proposed development to be divided into two phases as depicted on the associated Tentative Plat.

The subject property contains two zoning designations SFR-4 and SFR-2 the property was zoned in this manner to accommodate areas that contain slopes that exceed 15% the proposed large lots (lots 24-28) in the area zoned SFR-2 will decrease the impact on the relatively steep slope. A slope analysis as required by the city of Medford LDO is attached to this application.

Lone Pine Creek flows through the property in an east to west direction. This section of Lone Pine Creek has not been designated by the City of Medford as riparian. A 50 foot wide drainage and conservation easement is proposed to protect the creek. The project restrictive covenants will severely limit what lot owners are permitted to do within the easement area. No structures or fences of any kind will be permitted in the easement area.

CITY OF MEDFORD
EXHIBIT # E 1 of 4
File # LDS-18-058

C. APPROVAL CRITERIA

CITY OF MEDFORD LAND DEVELOPMENT CODE SECTION 10.270 – LAND DIVISION CRITERIA

Section 10.270 of the Medford's Land Development Code (MLDC) states that:

The approving authority (Planning Commission) shall not approve any tentative plat unless it first finds that, the proposed land division together with the provisions for its design and improvement:

1. *Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;*
2. *Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;*
3. *Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the City of Medford; except for the words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and planed by the same applicant that platted the land division bearing that name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;*
4. *If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property unless the approving authority determines it is in the public interest to modify the street pattern;*
5. *If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the tentative plat, and reservations or restrictions relating to the private streets or alleys are set forth;*
6. *Will not cause an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.*

D. FINDINGS OF FACT AND CONCLUSIONS OF LAW

CRITERION NO. 1

1. *Is consistent with the Comprehensive Plan, any other applicable specific plans thereto, including Neighborhood Circulation Plans, and all applicable design standards set forth in Article IV and V;*

FINDINGS OF FACT

The proposed use and development is consistent with the Comprehensive Plan, and the existing surrounding uses. Furthermore, the development is consistent with all the relevant design criteria specified in Article IV and V of the MLDC.

The proposed development is substantially consistent with the previously approved Tentative Plat.

"E"
2 of 4

CRITERION NO. 2

2. *Will not prevent development of the remainder of the property under the same ownership, if any, or of adjoining land or of access thereto, in accordance with this chapter;*

FINDINGS OF FACT

The proposed tentative application includes the development of the property in its entirety, no remainder is being proposed. As such, the approval of the land division contained herein will not prevent the development of the remainder of the property under the same owner, or the adjoining lands.

CRITERION NO. 3

3. *Bears a name that has been approved by the approving authority and does not use a word which is the same as, similar to, or pronounced the same as a word in the name of any other subdivision in the City of Medford; except for the words "town", "city", "place", "court", "addition", or similar words; unless the land platted is contiguous to and platted by the same applicant that platted the land division bearing the same name; or unless the applicant files and records the consent of the party who platted the land division bearing that name and the block numbers continue those of the plat of the same name last filed;*

FINDINGS OF FACT

The name of the project "East Valley Subdivision" has been changed from the previous "Valle del Paradiso". The new name has been reviewed by the Jackson County Surveyor and found not to be the same or similar to an existing platted subdivision

CRITERION NO. 4

4. *If it includes the creation of streets or alleys, that such streets or alleys are laid out to be consistent with existing and planned streets and alleys and with the plats of land divisions already approved for adjoining property unless the approving authority determines it is in the public interest to modify the street pattern;*

FINDINGS OF FACT

The proposed street layout and circulation pattern is substantially the same as was previously approved by the Planning Commission in 2007.

CRITERION NO. 5

5. *If it has streets or alleys that are proposed to be held for private use, that they are distinguished from the public streets or alleys on the ten/alive plat, and reservations or restrictions relating to the private streets or alleys are set forth;*

FINDINGS OF FACT

There are no private streets or alleys that are proposed to be held for private use.

CRITERION NO. 6

6. *Will it create an unmitigated land use conflict between the land division and adjoining agricultural lands within the EFU (Exclusive Farm Use) zoning district.*

FINDINGS OF FACT

None of the adjoining land is zoned EFU therefore no conflict exists.

CONCLUSION OF LAW

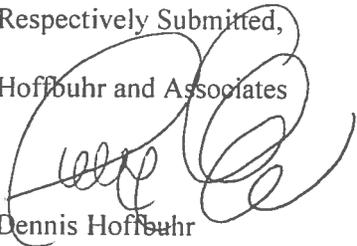
Based upon the submitted application materials and the above Findings of Facts, the Planning Commission concludes that the application complies with the applicable provisions of all city ordinances.

E. ULTIMATE CONCLUSION

The Planning Commission concludes that the application for East Valley Subdivision is consistent with the relevant criteria for a land division found in Section 10.270 of Medford's Land Development Code, and can therefore be approved.

Respectively Submitted,

Hoffbuhr and Associates



Dennis Hoffbuhr

President

Dated: January 12, 2018

RECEIVED

HILLSIDE DEVELOPMENT CONSTRAINTS ANALYSIS STATUS FORM MAY 25 2018

A Constraints Analysis is required for all Class "C" applications (except Zone Exceptions) where development is proposed on slopes greater than 15%. ~~Planning Dept.~~

The Constraints Analysis must be deemed complete by the Public Works Department prior to submittal of the Class "C" Application to the Planning Department. This form, signed by the Public Works Department, must accompany the Class "C" application submittal to the Planning Department. After review, Public Works will mail this form to the Agent and forward a copy to Planning.

SECTION A: To be filled out by the applicant prior to submittal to the Public Works Department

Document Title: GEOTECHNICAL AND GEOLOGICAL INVESTIGATION
Subject Tax Lots: 375 IW 21A TL 100
Agent Name: HOFFBUHR & ASSOC. INC
Address: 880 GOLF VIEW DR STE 201
City: MEDFORD State: OR Zip Code: 97504
Email: dminneri@hoffbuh.com Telephone: 541.779.4641

SECTION B: To be filled out by the Public Works Department at time of submittal

Date Submitted: 5.17.18
Public Works Signature: [Signature]

SECTION C: To be filled out by Public Works after review of the Constraints Analysis

Based upon the information submitted with this application:

[X] The Constraints Analysis dated 5.25.18 is deemed complete.

[] The Constraints Analysis is deemed incomplete.

PLEASE HAVE ROBIN STAMP AND SIGN HIS GEOLOGIST SEAL.

ALEX GEORGEVITCH
Printed Name
[Signature]
Signature
CITY ENGINEER
Title
5.21.18
Date

April 28, 2018

Hoffbuhr & Associates, Inc.
880 Golf View Drive, Suite 201
Medford, OR 97504

**SUBJECT: GEOTECHNICAL AND GEOLOGIC INVESTIGATION, EAST VALLEY
SUBDIVISION, MEDFORD, OREGON**

At your request, Applied Geotechnical Engineering and Geologic Consulting LLC (AGEGC) has conducted a geotechnical and geologic investigation for the proposed East Valley Subdivision in east Medford, Oregon. The general location of the site is shown on the Vicinity Map, Figure 1. Our investigation consisted of a ground-level site reconnaissance, subsurface explorations, and engineering analyses. This report summarizes our work and provides our conclusions and recommendations for suitably founding the new residential development on this property.

SITE DESCRIPTION

A senior geotechnical engineer and geologist provided by AGEGC completed a site visit on April 2, 2018. The proposed road alignments were not staked at the time of our site visits; however, the approximate alignments of the proposed roads were walked and indications of geologic considerations that could impact development of the site were noted.

The site is located east of North Foothill Road and south of Lone Pine Road. The property has gentle to moderately slopes. A small drainage (Lone Pine Creek) crosses the southern portion of the site from east to west. The site is currently undeveloped.

Local areas have been graded with significant fill. Based on our observations at the site, we anticipate that the fill is non-structural and is not suitable for support of roadways, utilities, and houses without significant risk of excessive differential settlement. Based on site topography, a large fill covers a large portion of the western end of the property with estimated fill thicknesses of over 10 ft.

GEOLOGY

Based on our observations at the site and our experience with adjacent properties, we anticipate that the site is underlain by surficial, moderately expansive clayey silt soils over competent sandstone and siltstone at shallow depths. Exposures of sandstone can be seen on the southern portion of the property along the creek, and on some of the higher elevations across the site. Outcrops of sandstone were also observed near Lone Pine Road on the north side of the property. The sandstone is often hard and requires rock excavation methods to remove, such as hoe-ram or rock saw.

CITY OF MEDFORD
EXHIBIT # E-214
File # LDS-18-058

Based on our other work in this area, the surficial soils have significant desiccation cracks during typically dry summer and fall months, indicating the surficial soils consist of moderately to highly expansive clayey silt soils. Expansive soils have a significant volume change with corresponding changes in moisture content. Expansive soils have relatively low shear strengths.

Groundwater typically occurs at depths of less than 10 ft.

PROJECT DESCRIPTION

We understand the project will consist of construction of a new residential development with 42 single-family lots. Roadways will be designed in accordance with City of Medford standard designs. We understand the project roads consist of minor residential street. We have assumed utilities will be relatively shallow, less than 10 ft deep.

SUBSURFACE CONDITIONS

On April 27, 2018, six test pits were completed at the site to observe and evaluate subsurface conditions for the proposed residential development. The locations of the test pits were estimated in the field based on local landmarks. The test pits were excavated using a mini-excavator provided and operated by Copeland Construction of Eagle Point, Oregon. The test pit logs are provided in Appendix A. The test pits were backfilled with uncompacted (non-structural) on-site soils at the completion of our work.

Test pits TP-1, TP-3, and TP-6 encountered significant uncontrolled (non-structural) fill at the ground surface. The content of the fill is variable, consisting of various pockets of clayey silt soils, cobble, organics, and broken pieces of sandstone. The fill appears to have been locally dumped on the property with the largest, thickest area of fill located on the west end of the site. The fill is not suitable for support of roadways, utilities, residences, or any other settlement sensitive structures.

Below the fill in test pits TP-1 and TP-6, and at the ground surface in test pits TP-2, TP-4 and TP-5, these test pits encountered a layer of clayey silt soil. The clayey silt is typically highly expansive (has a high expansion index typically greater than 90) and has a low shear strength. The clayey silt ranged in thickness in these test pits from 2.5 to 3 ft. TP-6 was terminated in silt soil at a depth of 9 ft.

Test pits TP-1 through TP-5 encountered competent sandstone below the silt soils. The sandstone is relatively competent, and test pits TP-3, TP-4 and TP-5 were terminated at practical refusal of the mini-excavator on sandstone. The sandstone in this part of east Medford can be very hard when fresh (relatively unweathered) with unconfined strengths of greater than 2,000 psi.

Groundwater was not encountered in the six test pits; however, the sandstone is relatively impervious and perched groundwater will occur at the top of the sandstone during periods of heavy or extended rainfall, and during heavy irrigation (such as for lawn areas).

CONCLUSIONS AND RECOMENDATIONS

General. Based on the results of this investigation and our experience with similar projects, it is our opinion that the site is suitable for the proposed development, from a geotechnical and geologic standpoint. In our opinion, the most important geotechnical and geologic considerations associated with the planned development are the presence of significant areas of uncontrolled fill, expansive clays, large areas of shallow hard sandstone, and seasonally shallow (perched) groundwater.

The main geologic hazards at the site are the surficial uncontrolled (non-structural) fill soils and the highly expansive clayey silt soils. If constructed in conformance with our recommendations, in our opinion, the project will not increase the risk of slope instability or substantially change groundwater conditions in the developed area. Indications of recent, deep-seated slope instability were not observed on the site.

This project consists of development of the site with roadways, sidewalks, and utilities; however, it is also our opinion that single family residences can be constructed on the lots if the lot is developed following the recommendations of a licensed geotechnical engineer.

The following sections provide our recommendations for development of the site.

Rock Excavation. Hard sandstone has been encountered at relatively shallow depths on adjacent projects. Based on our observations at this site, hard sandstone underlies all of the site at relatively shallow depths. The sandstone is relatively hard and will require rock excavation methods (such as a hoe-ram or rock saw) for excavation. Blasting should not be used to loosen the sandstone at this site.

Site Preparation. In our opinion, the ground surface in areas to receive fill should be stripped of surficial organics to a minimum depth of 12 in. including roadway and sidewalk areas. Locally deeper stripping will be required in areas with trees and shrubs. Subgrade must be protected from disturbance due to construction activities and climate (wetting, drying, and/or freezing). We recommend that the geotextile fabric and aggregate base rock be placed within 6 hours of excavation to subgrade elevations. This will require the underground utilities to be installed prior to excavation of the roadways to design subgrade elevations.

The subgrade should be evaluated by the project geotechnical engineer prior to placement of structural fill on the subgrade.

Significant overexcavation will be required in areas of non-structural fills. The existing fills are not suitable for support of roadways, utilities and any other settlement sensitive structures.

Site strippings and excavated clayey silt soils cannot be used as structural fill and will need to be removed from the development.

Past experience has indicated that the fine-grained soils on this site are sensitive to moisture content. Typically, when these soils are in excess of about 5% of their optimum moisture content, construction traffic will remold, rut, and soften the soil and limit its use as subgrade material for roadways. For this reason, we recommend that, if practical, all site preparation and earthwork be accomplished during the dry months, typically extending from May to mid-October of any given year. Some wetting of subgrade soils may be required during typically drier late-summer/fall months.

The subgrade soils degrade (lose strength) with exposure to heat or moisture and should be covered with structural fill as soon as practical after excavation is completed to the design subgrade. Some wetting of the subgrade soils may be required to keep the subgrade moist prior to placement of the aggregate base.

If the subgrade is disturbed during construction, soft, disturbed and dried soils should be overexcavated to firm soil and replaced with approved structural fill.

Structural Fills. For this project, we recommend that all structural fill consist of imported crushed rock consisting of ¾-in.-minus crushed rock. Structural fill should be compacted to at least 95% of the maximum dry density as determined by ASTM D 698. In general, at least four to five passes with a medium-weight, smooth-drum (48-in.-diameter drum) vibratory roller are required to achieve adequate compaction for imported crushed rock fill in roadways. Placement and compaction of structural fill should be evaluated by a geotechnical engineer on an intermittent basis during construction of the roadway sections.

In our opinion, utility trench excavations within pavement areas should be backfilled with structural fill. All trenches should be backfilled as soon as practical following placement of the utility. Desiccated sidewalls of utility trenches must be removed and replaced with structural fill. The granular backfill should be compacted to at least 95% of the maximum dry density as determined by ASTM D 698. Flooding or jetting the backfilled trenches with water to achieve the recommended compaction should not be permitted.

Preliminary Foundation Support Recommendations. Based on the results of our investigation and our experience with other residential homes in east Medford, it is our opinion that the lots for this project can be developed with single-family residences. It is also our opinion that foundation support for the new homes can be provided by spread footing foundations established on crushed rock fill. The existing uncontrolled fill and clayey silt soils are not suitable for support of spread footing foundations or concrete flatwork without significant post-construction differential movements. Each lot should have a lot-specific geotechnical evaluation as part of the design process for each residence. The intent of the evaluation is to determine the most appropriate foundation type and design criteria, and for the geotechnical engineer for each lot work closely with the builder for the home on the lot.

Pavement Sections. We anticipate that traffic for the site will consist primarily of automobile and light truck traffic with occasional delivery and garbage trucks. The recommended pavement section is based

on the assumption that the subgrade consists of firm, undisturbed fine-grained clayey silt soil and that the soil does not have significant desiccation cracks. In dry months, more than the 12 in. stripping depth will need to be removed to expose adequate subgrade soils. Proof rolling with a loaded 10 yd³ dump truck, or equivalent, may be used at the geotechnical engineer's discretion to evaluate pavement subgrade. If soft areas are disclosed during the subgrade evaluation, the unsuitable subgrade soils should be overexcavated and replaced with structural fill.

Excavation and overexcavation for the aggregate base should be completed using a trackhoe equipped with a smooth-lip bucket to minimize disturbance of the subgrade soils.

We anticipate that the street improvements will be completed using asphaltic concrete (A.C.) pavement. For design purposes, we have assumed a 20-year design life for the pavement sections.

The subgrade soils along the alignment consist of fine-grained silt soils. The existing fine-grained soils typically have an R-Value (ASTM D 2844) of about 5.

Based on the above design consideration, we recommend the following pavement section for the new traffic lanes:

<u>Pavement Use</u>	<u>Asphaltic Concrete Thickness, in.</u> <u>¾-in.-minus Crushed Rock Base, in.</u>
Residential Lane	3 / 18
Minor Residential Street	3 / 18

We recommend the rock section be underlain by a woven geotextile with a weight of at least 5 oz. per square yard. The aggregate rock section and geotextile fabric should extend at least 12 in. past the edge of curb.

The crushed rock aggregate base should also be placed and compacted in a single lift with a smooth-drum vibratory roller. The rock should be compacted to at least 95% of the maximum dry density as determined by ASTM D 698.

The above pavement sections are based on the assumption that pavement construction will be accomplished during the dry season. If wet-weather pavement construction is considered, it will be necessary to increase the thickness of crushed rock base to support construction equipment and protect the moisture-sensitive subgrade soils from disturbance.

All workmanship and materials should conform to the applicable standards of the current Oregon Department of Transportation (ODOT) Standard Specifications for Highway Construction.

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We anticipate that sidewalks will be located away from the roadway curbs and will consist of concrete flatwork. Sidewalks should be underlain by a minimum 12 in. thick section of aggregate base. This crushed rock section assumes the subgrade soils are not dry (desiccated) prior to placement of the crushed rock. The aggregate base should extend a minimum of 6 in. beyond the edge of the sidewalk. Where the concrete flatwork is located adjacent to the roadway curb (such as ADA ramps), the aggregate rock section should be increased to 18 in. thick and extend a minimum of 12 in. past the edge of the flatwork. Desiccated subgrade soils must be removed from under concrete flatwork prior to placement of the aggregate base rock.

Design Review and Construction Services. We welcome the opportunity to review and discuss construction plans and specifications as they are being developed. In addition, AGEGC should be retained to review all geotechnical-related portions of the plans and specifications to evaluate whether they are in conformance with the recommendations provided in our report. Additionally, to observe compliance with the intent of recommendations, design concepts, and the plans and specifications, we are of the opinion that all construction operations dealing with site grading should be observed by an AGEGC representative. Our construction-phase services will allow for timely design changes if site conditions are encountered that are different from those described in this report. If we do not have the opportunity to confirm our interpretations, assumptions, and analyses during construction, we cannot be responsible for the application of our recommendations to subsurface conditions that are different from those described in this report.

LIMITATIONS

This report has been prepared to aid the design team in the completion of this project. The scope is limited to the specific project and location described herein, and our description of the project represents our understanding of the significant aspects of the project relevant to the design and construction of the roadways and utilities. In the event that any changes in the design and location of the project as outlined in this report are planned, we should be given the opportunity to review the changes and to modify or reaffirm the conclusions and recommendations of this report in writing.

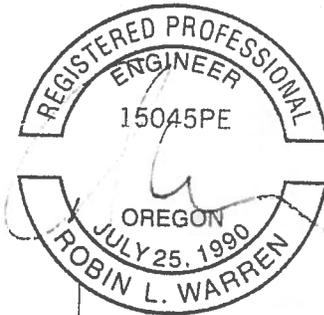
If, during construction, subsurface conditions different from those described in this report are encountered, we should be advised at once so that we can observe and review these conditions and reconsider our recommendations where necessary.

Sincerely,

Applied Geotechnical Engineering and Geologic Consulting, LLC



Robin L. Warren, P.E., G.E., R.G.
Principal

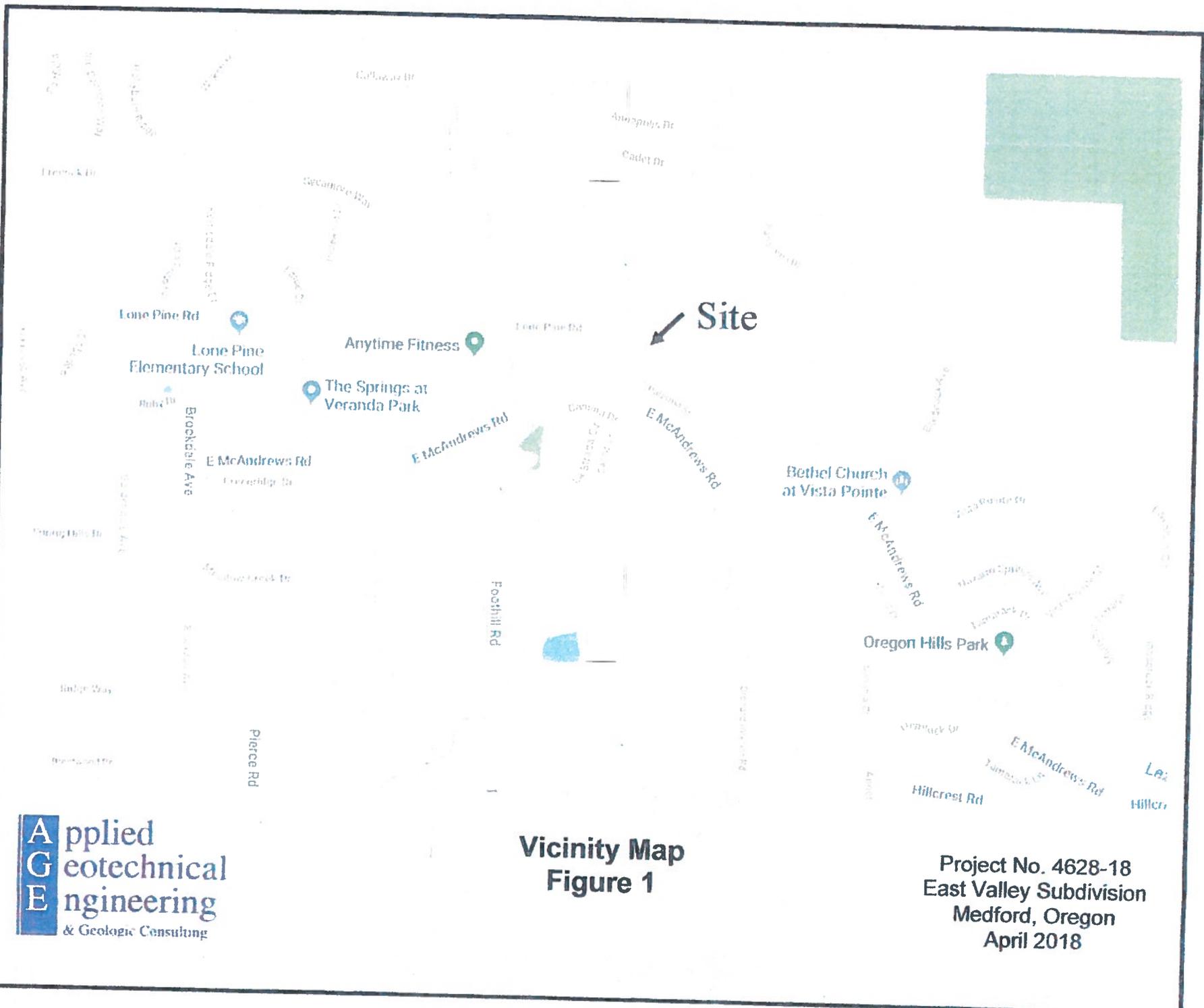


Renewal: June 2018



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Vicinity Map
Figure 1

Project No. 4628-18
East Valley Subdivision
Medford, Oregon
April 2018

■ Test Pit Explorations completed by AGEGC, April 27, 2018

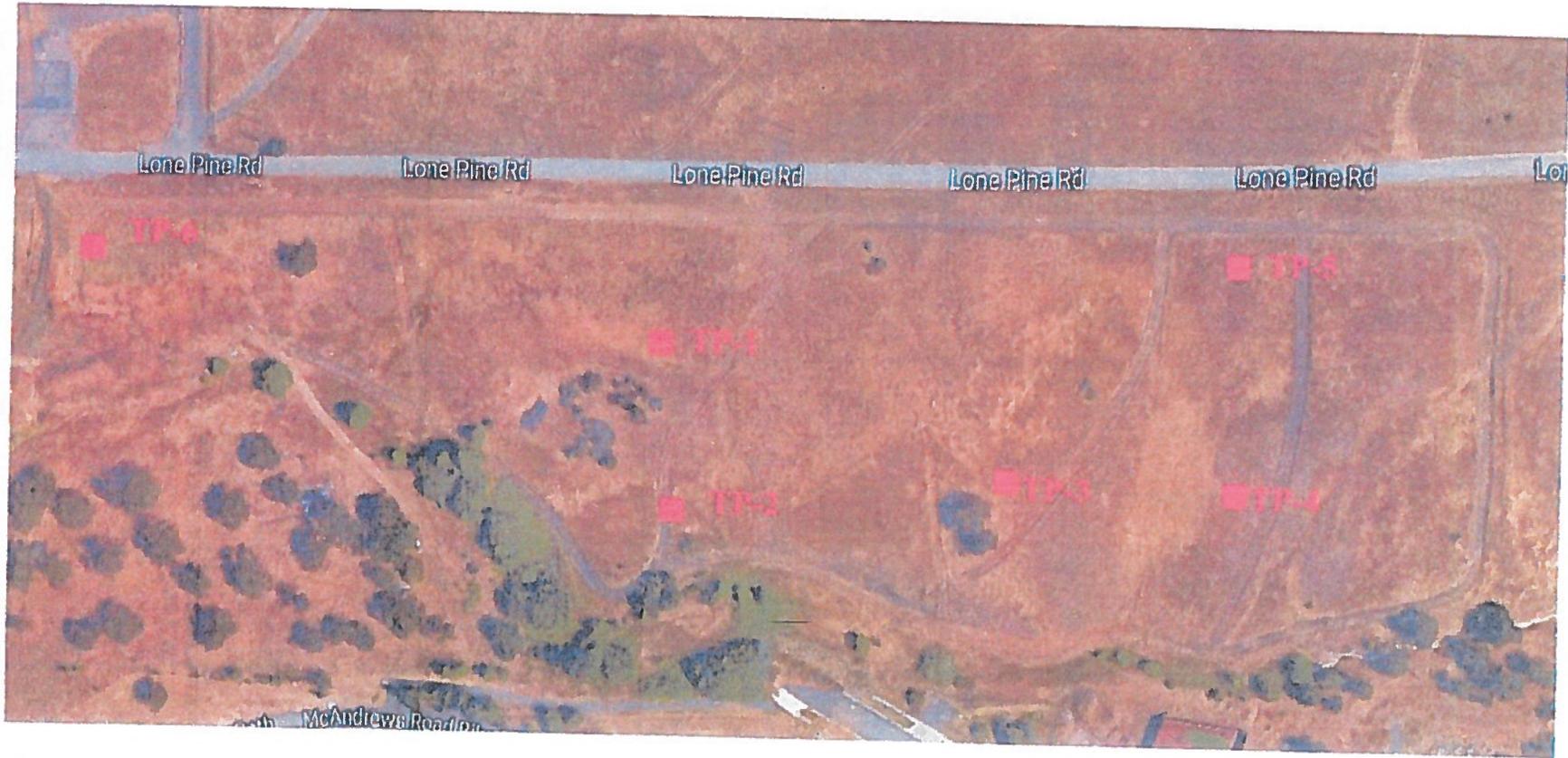


Figure 2
Site Plan

Project No. 4628-18
East Valley Subdivision
Medford, Oregon
April 2018

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NFE-11

APPENDIX A FIELD EXPLORATIONS

Test Pit TP-1

- 0 to 3.0 ft FILL: brown SILT; some clay, scattered angular sandstone cobble and boulders.
 3.0 to 5.5 ft Medium stiff, black Clayey SILT; moderately to highly expansive.
 5.5 to 6.0 ft Medium hard (RH-2), brown SANDSTONE; scattered subrounded cobble.

Groundwater seepage not observed.
 No significant caving of test pit sidewalls.
 Completed April 27, 2018.

Test Pit TP-2

- 0 to 2.5 ft Medium stiff, dark brown Clayey SILT; heavily rooted upper 9 in.
 2.5 to 3.0 ft Dense, dark brown COBBLE in silt/clay matrix, subrounded.
 3.0 to 4.0 ft Dense, light brown COBBLE in a silt/clay matrix, subrounded.

Practical refusal on medium hard (RH-2), brown SANDSTONE.
 Groundwater seepage not observed.
 No significant caving of test pit sidewalls.
 Completed April 27, 2018.

Test Pit TP-3

- 0 to 2.5 ft FILL: light brown SILT; some clay, scattered small subrounded cobble.
 2.5 to 2.8 ft Soft, brown Organic SILT (buried topsoil).
 2.8 to 3.0 ft Medium hard (RH-2), brown SANDSTONE; scattered subrounded cobble.

Practical refusal on medium hard (RH-2), brown SANDSTONE.
 Groundwater seepage not observed.
 No significant caving of test pit sidewalls.
 Completed April 27, 2018.

Test Pit TP-4

- 0 to 2.5 ft Medium stiff, black Clayey SILT; highly expansive, slickensided.
 2.5 to 2.8 ft Medium hard (RH-2), brown SANDSTONE; medium to fine grained.

Practical refusal on medium hard (RH-2), brown SANDSTONE.
 Groundwater seepage not observed.
 No significant caving of test pit sidewalls.
 Completed April 27, 2018.

Test Pit TP-5

- 0 to 3.0 ft Medium stiff, black Clayey SILT; highly expansive, slickensided.
- 3.0 to 3.5 ft Medium hard (RH-2), brown SANDSTONE; medium to fine grained.

Practical refusal on medium hard (RH-2), brown SANDSTONE.

Groundwater seepage not observed.

No significant caving of test pit sidewalls.

Completed April 27, 2018.

Test Pit TP-6

- 0 to 7.0 ft FILL: brown SILT; some clay, scattered angular sandstone cobble and boulders.
- 7.0 to 8.5 ft Medium stiff, gray Clayey SILT; moderately to highly expansive.
- 8.5 to 9.0 ft Medium stiff, gray SILT; trace clay and fine sand, scattered subrounded gravel and cobble.

Groundwater seepage not observed.

No significant caving of test pit sidewalls.

Completed April 27, 2018.

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TABLE 1A: SOIL DESCRIPTION TERMINOLOGY

<u>Coarse-Grained Soils (Sand Size and Larger)</u>	
<u>Relative Density</u>	<u>Standard Penetration Resistance (N-Values)</u>
Very Loose	0-4
Loose	4-10
Medium Dense	10-30
Dense	30-50
Very Dense	Over 50

<u>Fine-Grained (Cohesive) Soils</u>			
<u>Consistency</u>	<u>Standard Penetration Resistance (N-Value)</u>	<u>Torvane Undrained Shear Strength, tsf</u>	<u>Field Identification</u>
Very Soft	2	Less than 0.125	• Easily penetrated by fist.
Soft	2-4	0.125-0.25	• Easily penetrated by thumb.
Medium Stiff	5-8	0.25-0.50	• Penetrated by thumb with moderate effort.
Stiff	9-15	0.50-1.0	• Readily indented by thumb but penetrated only with great effort.
Very Stiff	16-30	1.0-2.0	• Readily indented by thumbnail.
Hard	Over 30	Over 2.0	• Indented with difficulty by thumbnail.

<u>Grain Shape</u>	
<u>Term</u>	<u>Description</u>
Angular	Corners and edges sharp.
Subangular	Corners worn off, angles not worn off
Subrounded	Corners and angles worn off, flat surfaces remain.
Rounded	Worn to almost spherical shape.

<u>Grain Size Classification</u>	
Boulders	6 to 36 inches
Cobbles	3 to 6 inches
Gravel	¼-¾ inch (fine) ¾-3 inches (coarse)
Sand	No. 200-No. 40 sieve (fine) No. 40-No. 10 sieve (medium) No. 10-No. 4 sieve (coarse)
Silt/Clay	Pass No. 200 sieve

<u>Modifier for Subclassification</u>	
<u>Adjective</u>	<u>Percentage of Other Material in Total Sample</u>
Clean	0 - 1.5
Trace	1.5 - 10
Some	10 - 30
Sandy, Silty, or Clayey	30 - 50

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TABLE 2A: ROCK DESCRIPTION TERMINOLOGY

<u>Scale of Rock Hardness (After Panama Canal Company, 1959)</u>		
RH-1	Soft	Slightly harder than very hard over-burden, rock-like character, but crumbles or breaks easily by hand.
RH-1	Medium Soft	Cannot be crumbled between fingers but can be easily picked with light blows of the geology hammer.
RH-2	Medium Hard	Can be picked with moderate blows of geology hammer. Can be cut with knife.
RH-3	Hard	Cannot be picked with geology hammer but can be chipped with moderate blows of the hammer.
RH-4	Very Hard	Chips can be broken off only with heavy blows of the geology hammer.

<u>Terms Used to Describe the Degree of Weathering</u>	
<u>Descriptive Term</u>	<u>Defining Characteristics</u>
Fresh	Rock is unstained. May be fractured but discontinuities are not stained.
Slight	Rock is unstained. Discontinuities show some staining on their surface but discoloration does not penetrate rock mass.
Moderate	Discontinuity surfaces are stained. Discoloration may extend into rock along discontinuity surfaces.
High	Individual rock fragments are thoroughly stained and can be crushed with pressure hammer. Discontinuous surfaces are thoroughly stained and may be crumbly.
Severe	Rock appears to consist of gravel-sized fragments in a "soil" matrix. Individual fragments are thoroughly discolored and can be broken with fingers.

<u>Thickness of Bedding</u>	
Massive	Beds are 3 feet thick or greater.
Thick Bedding	Beds from 1 to 3 feet thick.
Medium Bedded	Beds from 4 inch to 1 feet thick.
Thin Bedded	Beds less than 4 inch thick.

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Medford – A fantastic place to live, work and play

CITY OF MEDFORD

LD Date: 6/20/2018

File Numbers: LDS-18-058

Reference: PUD-06-285/LDS-06-287/ZC-06-286

PUBLIC WORKS DEPARTMENT STAFF REPORT East Valley Subdivision

Project: Consideration of a tentative plat for a 42 lot subdivision on approximately 14.54 gross acres within the SFR-4 (Single Family Residential – 4 dwelling units per gross acre) and the SFR-2 (Single Family Residential – 2 dwelling units per gross acre) zoning districts.

Location: Located on the south side of Lone Pine Road approximately 335 feet east of North Phoenix Road (371W21AA TL 100).

Applicant: Applicant: Twin Creeks Development LLC; Agent: Hoffbuhr and Associates; Planner: Liz Conner.

Applicability: The Medford Public Wrks Department's conditions of Approval for Valley del Paradiso PUD were adopted by Order of the Medford Planning Commission (PUD-06-285, LDS-06-247 and ZC-06-286) on June 28th, 2007. The adopted conditions of these actions, which have not expired, shall remain in full force as originally adopted except as amended or added to below.

The following items shall be completed and accepted prior to the respective events under which they are listed:

- Approval of Final Plat:
Right-of-way, construction and/or assurance of the public improvements in accordance with Medford Land Development Code (MLDC), Section 10.666 & 10.667 (Items A, B & C)
- Issuance of first building permit for residential construction:
Construction of public improvements (Items A through E)
- Issuance of Certificates of Occupancy for individual units:
Sidewalks (Items A2)

A. STREETS

1. Dedications

Lone Pine Road is classified as a Standard Residential street within the Medford Land Development Code (MLDC) 10.430. The Developer shall dedicate for public right-of-way, sufficient width of land along the frontage to comply with the half width of right-of-way, which is 31.5-feet. **The Developer's surveyor shall verify the amount of additional right-of-way required.**

Camina Drive, Palermo Street, Porticello Drive and Torrenova Way are proposed as Minor Residential streets with a right-of-way width of 55-feet, consistent with the standard prescribed by MLDC 10.430.

Corner radii shall be provided at the right-of-way lines of all intersecting streets per MLDC 10.445.

Streets, as shown on the Tentative Plat, in which any portion terminates to a boundary line of the Development shall be dedicated to within one foot of the boundary line, and the remaining one foot shall be granted in fee simple, as a non-access reserve strip to the City of Medford. Upon approved dedication of the extension of said streets, the one-foot reserve strip shall automatically be dedicated to the public use as part of said street without any further action by the City of Medford (MLDC 10.439).

Public Utility Easements, 10-feet in width, shall be dedicated along the street frontage of all the Lots within this development (MLDC 10.471).

The right-of-way and easement dedications shall be submitted directly to the Engineering Division of the Public Works Department. The submittal shall include: the right-of-way and easement dedication, including an exhibit map; a copy of a current Lot Book Report, Preliminary Title Report, or Title Policy; a mathematical closure report (if applicable), and the Planning Department File Number; for review and City Engineer acceptance signature prior to recordation by the applicant. Releases of interest shall be obtained by holders of trust deeds or mortgages on the right-of-way and PUE area.

2. Public Improvements

a. Public Streets

Lone Pine Road shall be improved to Standard Residential street standards, along the frontage of this development, in accordance with MLDC 10.430. The Developer shall improve the south half plus 12-feet north of the centerline.

Camina Drive, Palermo Street, Porticello Drive and Torrenova Way shall be constructed to Minor Residential street standards, in accordance with MLDC 10.430.

The Parks Department is conditioning a multi-use path in accordance with the 2016 Medford Leisure Services Plan. This multi-use path is proposed to be placed in lieu of sidewalk along

portions of Palermo Street and Porticello Way as noted in the Parks Department memorandum dated July 16, 2018. Public Works does not have any objections to this proposal.

b. Street Lights and Signing

The Developer shall provide and install in compliance with Section 10.495 of the Medford Municipal Code (MMC). Based on the preliminary plan submitted, the following number of street lights and signage will be required:

Street Lighting – Developer Provided & Installed:

- A. 21 – Type R 100

Traffic Signs and Devices – City Installed, paid by the Developer:

- A. 2 – Type 3 Barricades
- B. 6 – Street Name Signs
- C. 2 – Dead End Signs

Numbers are subject to change if changes are made to the plans. All street lights shall be installed per City standards and be shown on the public improvement plans. Public Works will provide preliminary street light locations upon request. All street lights shall be operating and turned on at the time of the final “walk through” inspection by the Public Works Department.

The Developer shall pay for City installed signage required by the development. City installed signs include, but are not limited to, street name signs, stop signs, speed signs, school signs, dead end signs, and dead end barricades. Sign design and placement shall be per the Manual on Uniform Traffic Control Devices (MUTCD). All signs shall be shown on the public improvement plans and labeled as City installed.

The Developer shall be responsible for the preservation and re-installation of all signs removed during demolition and site preparation work. The Developer’s contractor shall coordinate with the City of Medford Public Works, Maintenance and Operations Division to remove any existing signs and place new signs provided the Developer.

c. Pavement Moratoriums

There are no pavement cutting moratoriums currently in effect along the respective frontages.

The Developer shall be responsible for notifying by certified letter all utility companies, as well as all current property owners of parcels which are adjacent to any Public Street being constructed or paved as part of this project. The letter shall inform the utility companies and property owners of the City's street moratorium policy with respect to pavement cutting for future utility services. The utility companies and property owners shall be given the opportunity to install utility services within the right-of-way prior to paving and the subsequent moratorium. Notifications shall be mailed by the Developer at least 6 months before a street is resurfaced or rebuilt per Medford Municipal Code (MMC), Section 3.070. Copies of the certifications shall be submitted to the City Engineer with the submittal of the preliminary construction drawings.

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d. Soils Report

The Developer's Engineer shall obtain a soils report to determine if there is shrink-swell potential in the underlying soils in this development. If they are present, they shall be accounted for in the roadway and sidewalk design within this Development. The soils report shall be completed by a licensed Geotechnical Engineer in the state of Oregon.

e. Access to Public Street System

Driveway access shall comply with MLDC 10.550.

f. Transportation System

The Zone Change (ZC-06-086) approval included the following conditions:

1. The proposed PUD (re: PUD-06-285) can only develop up to 33 SFR dwelling units until Palermo Street, from the proposed development to East McAndrews Road, is complete.
2. The proposed PUD can only develop up to 40 SFR dwelling units until the traffic signals at East McAndrews eastbound and westbound ramps are in place.
3. The intersection of North Foothill Road and Lone Pine Road will be restricted to right-in/right-out on Foothill Road by raised median. The median will be required at the time of development.

Condition 1 has been completed by the Bella Vista Heights subdivision. Condition 2 can be considered complete because the traffic signals at the East McAndrews Road eastbound and westbound ramps are part of the Foothill Road Improvement Project: Hillcrest Road to McAndrews Road, which is fully funded in the City's biennial budget.

The median required by condition 3 is still required at the time of development.

g. Easements

All public sanitary sewer or storm drain mains shall be located in paved public streets or within easements. A 12-foot wide all weather access shall be provided to any public manholes which are not constructed within the street section.

Easements shall be shown on the final plat and the public improvement plans for all sanitary sewer and storm drain mains or laterals which cross lots, including any common area, other than those being served by said lateral. The City requires that easement(s) do not run down the middle of two tax lot lines, but rather are fully contained within one tax lot.

3. Section 10.668 Analysis

To support a condition of development that an applicant dedicate land for public use or provide a public improvement, the Medford Code requires a nexus and rough proportionality analysis which is essentially a codification of the constitutional provisions in Nollan and Dolan cases.

10.668 Limitation of Exactions

Notwithstanding any other provisions of this Chapter 10, an applicant for a

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development permit shall not be required, as a condition of granting the application, to dedicate land for public use or provide public improvements unless:

- (1) the record shows that there is an essential nexus between the exaction and a legitimate government purpose and that there is a rough proportionality between the burden of the exaction on the developer and the burden of the development on public facilities and services so that the exaction will not result in a taking of private property for public use, or*
- (2) a mechanism exists and funds are available to fairly compensate the applicant for the excess burden of the exaction to the extent that it would be a taking.*

1. Nexus to a legitimate government purpose

The purposes for these dedications and improvements are found throughout the Medford Code, the Medford Transportation System Plan, and the Statewide Planning Rule, and supported by sound public policy. Those purposes and policies include, but are not limited to: development of a balanced transportation system addressing all modes of travel, including motor vehicles, transit, bicycles, and pedestrians. It can be found that the listed right-of-way dedications and improvements have a nexus to these purposes and policies.

2. Rough proportionality between the dedications and improvements, and the impacts of development.

No mathematical formula is required to support the rough proportionality analysis. It has been described as comparing apples to oranges. Further, we are allowed to consider the benefits to the development from the dedication and improvements when determining "rough proportionality."

As set forth below, the dedications and improvements recommended herein can be found to be roughly proportional to the impacts reasonably anticipated to be imposed by this development.

Lone Pine Road, Camina Drive, Palermo Street, Porticello Drive and Torrenova Way

In determining rough proportionality, the City averaged the lineal footage of roadway per dwelling unit for road improvements and averaged square foot of right-of-way per dwelling unit for dedications. The proposed development has 42 dwelling units and will improve approximately 3,812 lineal feet of roadway which equates to 90.8 lineal feet per dwelling unit. Also the development will dedicate approximately 176,149 square feet of right-of-way which equates to approximately 4,194 square feet per dwelling unit.

To determine proportionality a neighborhood with similar characteristics was used. The development used was previous phases of Summerfield Subdivision located between Stanford and Lone Oak and Cherry Lane and Shamrock and consisted of 152 dwelling units. The previous development improved approximately 7,530 lineal feet of roadway and dedicated approximately 425,230 square feet of right-of-way (GIS data used to calculate, approximations only). This equates to approximately 49.5 lineal feet of road per dwelling unit and approximately 2,800 square feet of right-of-way per dwelling unit.

- a. Dedication will ensure that new development and density intensification provides the current level of urban services. This development will create an additional 42 Lots within the City of Medford and increase vehicular traffic by approximately 396 average daily trips. The proposed street improvements will provide a safe environment of all modes of travel (vehicular, bicycles, & pedestrians) to and from this development.
- b. Dedication will ensure adequate street circulation is maintained. The street layout and connectivity proposed in this development will provide alternate route choices for the residents that will live in this neighborhood. This will decrease emergency vehicle response times and will decrease overall vehicle miles traveled.
- c. Dedication will provide access and transportation connections at urban level of service standards for this development. Each Lot in this development will have direct access to a public street with facilities that will allow for safe travel for vehicles, bicycles and pedestrians. There is also sufficient space for on-street. The connections proposed in this development will enhance the connectivity for all modes of transportation and reduce trip lengths. As trip lengths are reduced, it increases the potential for other modes of travel including walking and cycling.
- d. Dedication of PUE will benefit development by providing public utility services, which are out of the roadway and more readily available to each lot being served.
- e. The additional traffic of all modes of travel generated by this proposed development supports the dedication and improvements for all modes of travel and utilities. As indicated above, the area required to be dedicated and improved for this development is necessary and roughly proportional to that required in previous adjacent developments to provide a transportation system that meets the needs for urban level services.

B. SANITARY SEWERS

The proposed development is situated within the Medford sewer service area. The Developer shall provide one service lateral to each buildable lot prior to approval of the Final Plat.

Public sanitary sewer mains shall be extended on their courses to the exterior boundaries of this subdivision, such that future development can extend service without having to excavate back into the improvements provided by this subdivision.

C. STORM DRAINAGE

1. Hydrology

The Design Engineer shall provide an investigative report of the off-site drainage on the subdivision perimeter, a distance not less than 100-feet in all directions. All off-site drainage affecting the subdivision shall be addressed on the subdivision drainage plan. A hydrology map depicting the amount of area the subdivision will be draining shall be submitted with hydrology and hydraulic calculations. The opening of each curb inlet shall be sized in accordance with

ODOT design standards. These calculations and maps shall be submitted with the public improvement plans for approval by the Engineering Division.

For Lone Pine Creek which bisects the parcel, a drainage study must be prepared by a licensed Civil Engineer. The drainage study must verify the channel will convey the 10-year storm with 1-foot of freeboard, if necessary; developer shall make improvements to convey the 10-year storm with a minimum 1-foot of freeboard. In addition, culverts for creek crossings shall be sized for 25-year storm.

2. Stormwater Detention and Water Quality Treatment

This development shall provide stormwater detention in accordance with MLDC, Section 10.486, and water quality treatment in accordance with the Rogue Valley Stormwater Quality Manual per MLDC, Section 10.481. For developments over five acres, Section 10.486 requires that the development set a minimum of 2% of the gross area as open space to be developed as open ponds for stormwater detention and treatment.

Each phase will be required to have its own stormwater detention and water quality treatment. If the Developer desires to do so, a Stormdrain Masterplan may be submitted in lieu of requiring each phase to have separate stormwater detention and water quality treatment. The Stormdrain Masterplan shall be submitted and reviewed with each phase's construction plans and shall be constructed with any phase to be served by the facility.

Upon completion of the project, the Developer's design Engineer shall provide written certification to the Engineering Division that construction of the water quality and detention facilities were constructed per plan. This letter shall be received by the City of Medford Public Works Engineering Department prior to acceptance of the subdivision.

The City is responsible for operational maintenance of the public detention facility. Irrigation and maintenance of landscape components shall be the responsibility of the Developer or a Home Owners Association (HOA). The Developers engineer shall provide an operations and maintenance manual for the facility that addresses responsibility for landscape maintenance prior to subdivision acceptance. Regarding water quality maintenance, the Rogue Valley Stormwater Quality Design Manual states: "Vegetation shall be irrigated and mulched as needed to maintain healthy plants with a density that prevents soil erosion."

3. Grading

A comprehensive grading plan showing the relationship between adjacent property and the proposed subdivision will be submitted with the public improvement plans for approval. Grading on this development shall not block drainage from an adjacent property or concentrate drainage onto an adjacent property without an easement. The Developer shall be responsible that the final grading of the development shall be in compliance with the approved grading plan.

4. Mains and Laterals

The Developer shall show all existing and proposed Storm Drain mains, channels, culverts,

outfalls and easements on the Conceptual Grading and Drainage Plan and the final Construction Plans.

In the event the lot drainage should drain to the back of the lot, the Developer shall be responsible for constructing a private drain line, including a tee at the low point of each lot to provide a storm drain connection. All roof drains and foundation drains shall be connected directly to a storm drain system.

A storm drain lateral shall be constructed to each tax lot prior to approval of the Final Plat.

5. Agency Permits

The Developer shall obtain all appropriate state and/or federal permits to allow any work within Lone Pine Creek.

6. Erosion Control

Subdivisions of one acre and greater require a run-off and erosion control permit from DEQ. The approved permit must be submitted to the Engineering Division prior to public improvement plan approval. The erosion prevention and sediment control plan shall be included as part of the plan set. All disturbed areas shall have vegetation cover prior to final inspection/"walk-through" for this subdivision.

D. SURVEY MONUMENTATION

All survey monumentation shall be in place, field-checked, and approved by the City Surveyor prior to the final "walk-through" inspection of the public improvements by City staff.

NOTE: Project surveyor shall provide the conveyance that created Lone Pine Road in the area of the proposed subdivision on the final plat.

E. GENERAL CONDITIONS

1. Design Requirements and Construction Drawings

All public improvements shall be constructed in accordance with the "Engineering Design Standards for Public Improvements", adopted by the Medford City Council. Copies of this document are available in the Public Works Engineering office.

2. Construction Plans

Construction drawings for any public improvements for this project shall be prepared by a Professional Engineer currently licensed in the State of Oregon, and submitted to the Engineering Division of Medford Public Works Department for approval. Construction drawings for public improvements shall be submitted only for the improvements to be constructed with each phase. Approval shall be obtained prior to beginning construction. Only a complete set of construction drawings (3 copies) shall be accepted for review, including plans and profiles for all streets, minimum access drives, sanitary sewers, storm drains, and street lights as required by the

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governing commission's Final Order, together with all pertinent details and calculations. A checklist for public improvement plan submittal can be found on the City of Medford, Public Works web site (<http://www.ci.medford.or.us/Page.asp?NavID=3103>). The Developer shall pay a deposit for plan review and construction inspection prior to final plan approval. Public Works will keep track of all costs associated with the project and, upon our acceptance of the completed project, will reconcile the accounting and either reimburse the Developer any excess deposit or bill the Developer for any additional amount not covered by the deposit. The Developer shall pay Public Works within 60 days of the billing date or will be automatically turned over for collections.

Please Note: If Project includes one or more Minor Residential streets, an additional Site Plan shall be submitted, noting and illustrating, one of the following design options to ensure fire apparatus access per MLDC 10.430(2):

- Clustered driveways,
- Building to have sprinklers,
- 33-foot paved width, or
- No parking signs.

In order to properly maintain an updated infrastructure data base, the Surveyor of Record shall submit an as-built survey prior to the Final Inspection and, the Engineer of Record shall submit mylar "as-constructed" drawings to the Engineering Division within sixty (60) calendar days of the Final Inspection (walk through). Also, the Engineer shall coordinate with the utility companies, and show all final utility locations on the "as built" drawings.

3. Phasing

The Tentative Plat shows that this subdivision will be developed in phases. Any public improvements needed to serve a particular phase shall be improved at the time each corresponding phase is being developed. Public improvements not necessarily included within the geometric boundaries of any given phase, but are needed to serve that phase shall be constructed at the same time. Construction drawings for public improvements shall be submitted only for the improvements to be constructed with each phase.

4. Draft of Final Plat

The Developer shall submit 2 copies of the preliminary draft of the final plat at the same time the public improvement plans (3 copies) are submitted. Neither lot number nor lot line changes shall be allowed on the plat after that time, unless approved by the City and all utility companies.

5. Permits

Building Permit applications for vertical construction shall not be accepted by the Building Department until the Final Plat has been recorded, and a "walk through" inspection has been conducted and approval of all public improvements as required by the Planning Commission has been obtained for this development.

Concrete or block walls built within a PUE, or within sanitary sewer or storm drain easements require review and approval from the Engineering Division of Public Works. Walls shall require a separate permit from the Building Department and may also require certification by a Professional Engineer.

6. System Development Charges (SDCs)

Buildings in this development are subject to sewer collection, treatment and street SDCs. These SDC fees shall be paid at the time individual building permits are taken out.

This development is also subject to storm drain system development charges, the Developer is eligible for storm drain system development charge credits for the installation of storm drain pipe which is 24 inches in diameter or larger and is not used for storm drain detention in accordance with Medford Municipal Code (MMC), Section 3.891. The storm drain system development charge shall be collected at the time of the approval of the final plat

7. Construction and Inspection

Contractors proposing to do work on public streets, sewers, or storm drains shall 'prequalify' with the Engineering Division prior to starting work. Contractors shall work off a set of public improvement drawings that have been approved by the City of Medford Engineering Division. Any work within the County right-of-way shall require a separately issued permit to perform from the County.

For City of Medford facilities, the Public Works Maintenance Division requires that public sanitary sewer and storm drain mains be inspected by video camera prior to acceptance of these systems by the City.

Where applicable, the Developer shall bear all expenses resulting from the adjustment of manholes to finish grades as a result of changes in the finish street grade.

Prepared by: Doug Burroughs

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SUMMARY CONDITIONS OF APPROVAL

East Valley Subdivision

LDS-18-058

A. Streets

1. Street Dedications to the Public:

- Lone Pine Road – Dedicate additional right-of-way.
- Dedicate full width right-of-way (55') on Camina Drive, Palermo Street, Porticello Drive and Torrenova Way.
- Dedicate 10-foot public utility easements (PUE).

2. Public Improvements:

- Improve Lone Pine Road half plus 12', to Standard Residential street standards.
- Construct Camina Drive, Palermo Street, Porticello Drive and Torrenova Way full width, to Minor Residential street standards.

Lighting and Signing

- Developer supplies and installs all street lights at own expense.
- City installs traffic signs and devices at Developer's expense.

Other

- No pavement moratorium currently in effect along this frontage to Lone Pine Road.
- Provide pavement moratorium letters.
- Provide soils report.

B. Sanitary Sewer:

- Provide a private lateral to each lot.

C. Storm Drainage:

- Provide an investigative drainage report.
- A drainage study prepared by a licensed Civil Engineer for Lone Pine Creek.
- Provide water quality and detention facilities.
- Provide a comprehensive grading plan.
- Provide storm drain laterals to each tax lot.
- Obtain all appropriate state and/or federal permits to allow work within Lone Pine Creek channel.
- Provide Erosion Control Permit from DEQ.

D. Survey Monumentation

- Provide all survey monumentation.

E. General Conditions

- Provide public improvement plans and drafts of the final plat.
- Additional Site Plan to ensure fire apparatus access per MLDC 10.430(2) if project includes Minor Residential streets.

- = City Code requirement.
- = Discretionary recommendations/comments.

The above summary is for convenience only and does not supersede or negate the full report in any way. If there is any discrepancy between the above list and the full report, the full report shall govern. Refer to the full report for details on each item as well as miscellaneous requirements for the project, including requirements for public improvement plans (Construction Plans), design requirements, phasing, draft and final plat processes, permits, system development charges, pavement moratoriums and construction inspection.

11/6/11

MEDFORD PARKS & RECREATION FACILITIES MANAGEMENT

HEALTHY LIVES | HAPPY PEOPLE | STRONG COMMUNITY

TO: Liz Conner - Planning Department

FROM: Haley Cox- Parks Planner

SUBJECT: East Valley Subdivision

DATE: July 16, 2018

The Parks Department staff have reviewed the application for tentative plat of a 42 lot subdivision in East Medford, and recommend approval with the following condition:

The 2016 Medford Leisure Services Plan delineates a 10-foot wide multi-use pathway along Lone Pine Drive, which serves as a bike and pedestrian connection to Prescott Park from the path and trail network along Foothill Road and beyond. The LSP was adopted by City Council and amended into Medford's Comprehensive Plan in early 2017. The Citywide Path and Trail Network is also included in the City's Transportation System Plan Update.

Nexus Analysis:

Access to neighborhood trails has been consistently listed as a top priority in state and local recreation surveys, and we expect that many residents of this proposed 42-lot subdivision will use the pathway for leisure activities. This pathway will be part of the Citywide Path and Trail Network, a recreational amenity connecting Medford residents to local parks and activity centers. Once built, the residents of this subdivision can use the pathway to access the East McAndrews Bike Path, Oregon Hills Park, Cedar Links Park, and Prescott Park by foot or bike. As a higher-order dedicated bike and pedestrian facility, this pathway will provide a safe place for local residents to recreate and access other recreation opportunities where none currently exist or are proposed.

Proportionality Analysis:

Since the proposed asphalt pathway is in-lieu of a required concrete sidewalk, the developer will not experience excessive burden in its development. Asphalt is generally less expensive per square foot than concrete, which may largely offset the cost of widening. By reducing the standard planter strip from 8-feet to 4-feet, the pathway can still be located mostly within the public right-of-way, and as such, the buildable area of the adjacent lots will not be significantly impacted.



CONTINUOUS IMPROVEMENT | CUSTOMER SERVICE

701 N. COLUMBUS AVE. | MEDFORD, OR 97501 | 541.774.2400
WWW.PLAYMEDFORD.COM | PARKS@CITYOFMEDFORD.ORG



The Parks Department appreciates the Developer taking time to coordinate the location of the pathway within the East Valley subdivision. After meeting on July 3, 2018, the Parks Department is in support of the Developer's recommendation to move the pathway from Lone Pine to Porticello Drive to reduce the number of driveway crossings. There is also an existing pathway connection adjacent to East McAndrews Road that will be tied into with this development.

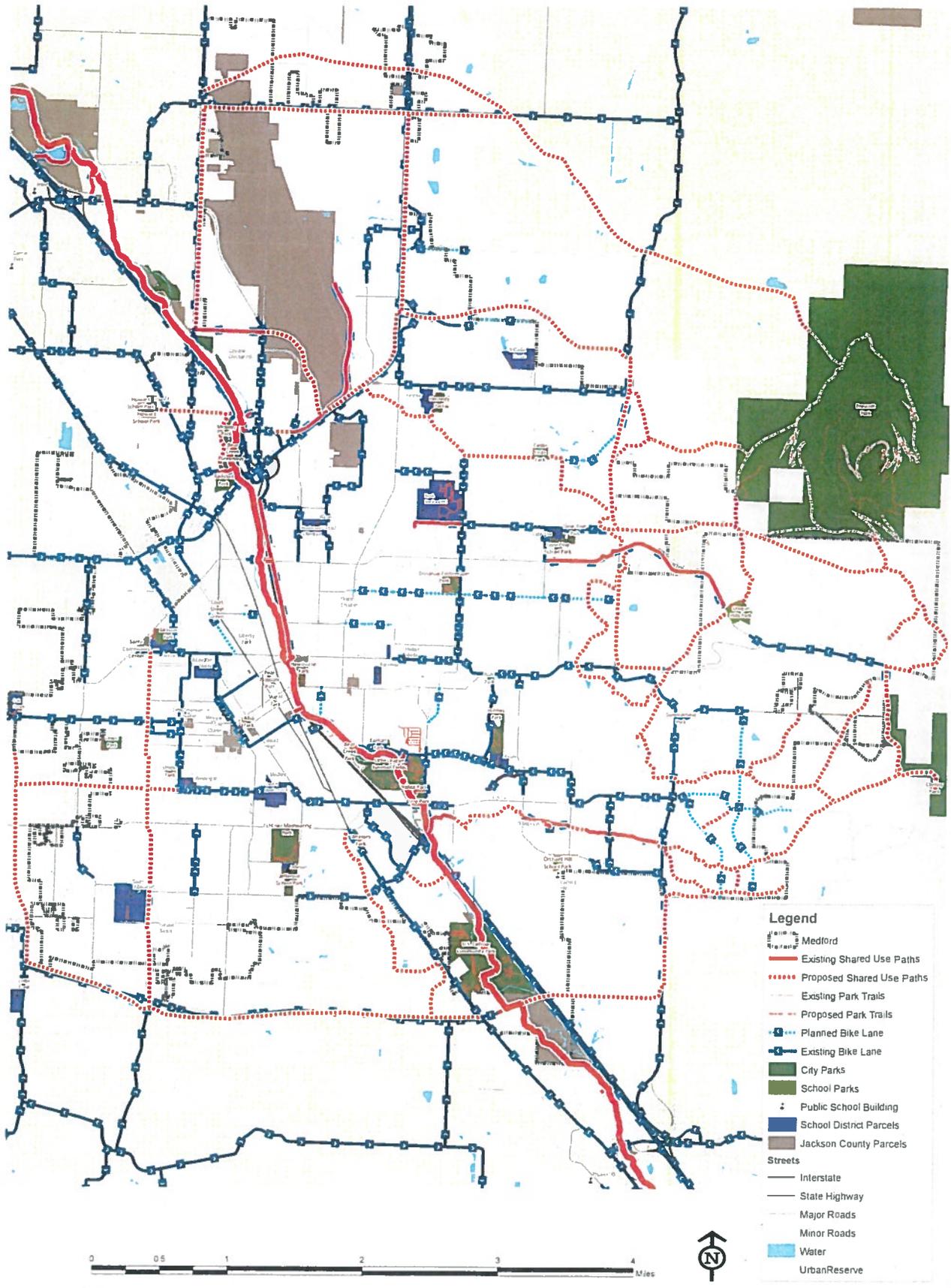
The pathway will be essentially constructed as follows:

- Extent shall be from the existing pathway terminus at the southern property boundary, north along the west side of Palermo Street to the intersection, then east along south side of Porticello Way, in-lieu of a standard concrete sidewalk.
- 9-feet of the pathway shall be located within the road ROW, with an additional 1-foot of the pathway located in a separate pedestrian easement within the PUE.
- In-lieu of a standard 5-foot sidewalk, the 10-foot wide asphalt pathway shall conform to the standard cross section provided by the Parks Department.
- In-lieu of a standard 7.5-foot planter, a 4-foot planted buffer shall be constructed between the pathway and the road surface, using structural soil beneath the pathway as needed per MLDC 10.780. Structural soil detail can also be found on the Information for Architects page on the Parks Department website.
- The pathway shall be completed and accepted prior to issuance of Certificates of Occupancy for individual units.
- Home owners are responsible for pathway maintenance as expected for standard sidewalks.



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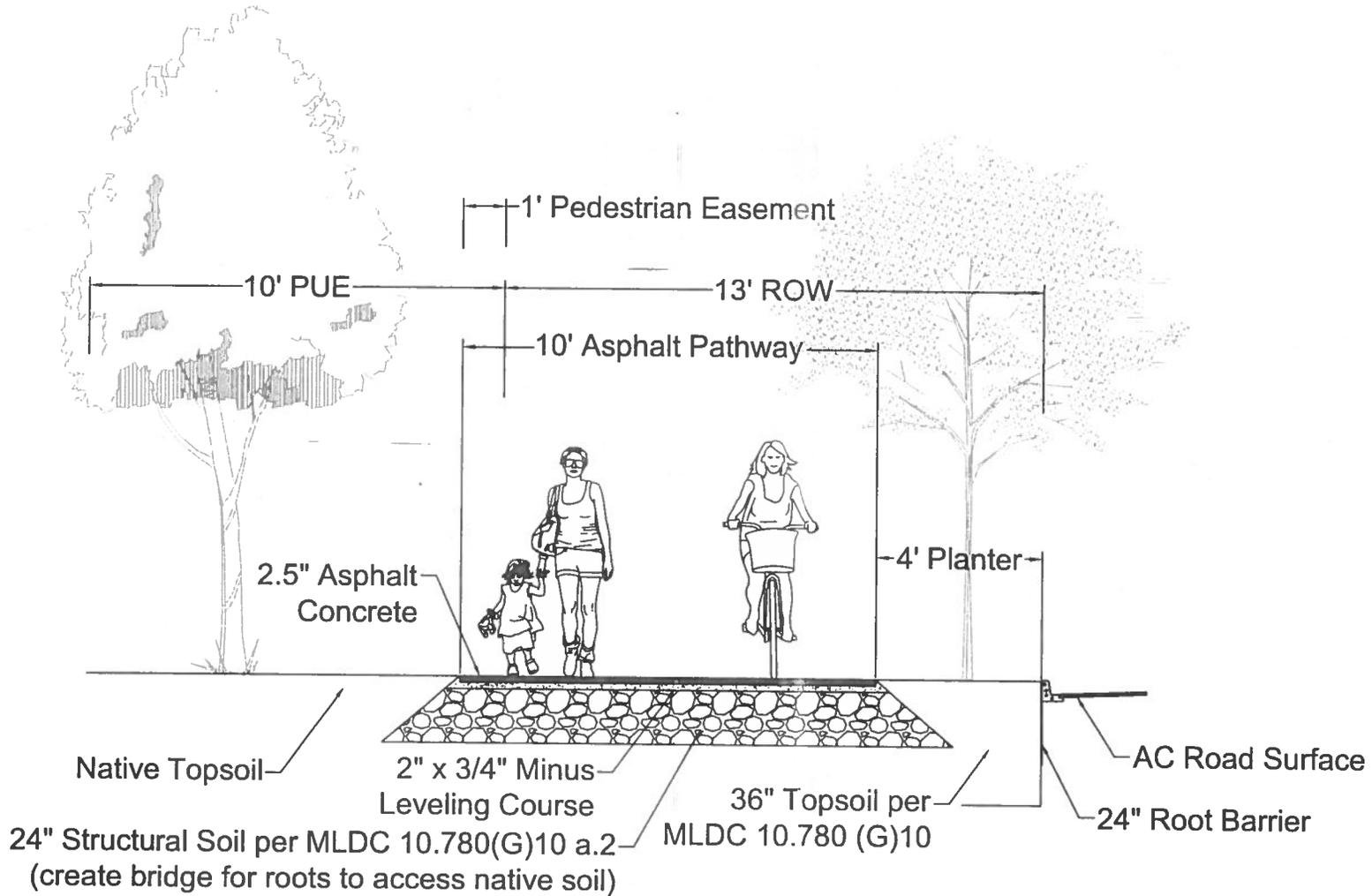




- Legend**
- Medford
 - Existing Shared Use Paths
 - Proposed Shared Use Paths
 - Existing Park Trails
 - Proposed Park Trails
 - Planned Bike Lane
 - Existing Bike Lane
 - City Parks
 - School Parks
 - Public School Building
 - School District Parcels
 - Jackson County Parcels
 - Streets
 - Interstate
 - State Highway
 - Major Roads
 - Minor Roads
 - Water
 - Urban Reserve

Map II: Proposed Path & Trail Network

"H"
3/4



TYPICAL SECTION
SHARED USE PATH SIDEWALK

4/4
 H, 11



Medford Fire-Rescue Land Development Report

Review/Project Information

Reviewed By: Kleinberg, Greg

Review Date: 6/19/2018
Meeting Date: 6/20/2018

LD #: LDS18058

Planner: Liz Conner

Applicant: Twin Creeks Development LLC; Agent: Hoffbuhr and Associates

Site Name: East Valley Subdivision

Project Location: South side of Lone Pine Road approximately 335 feet east of North Phoenix Road

Project Description: Consideration of a tentative plat for a 42 lot subdivision on approximately 14.54 gross acres within the SFR-4 (Single Family Residential – 4 dwelling units per gross acre) and the SFR-2 (Single Family Residential – 2 dwelling units per gross acre) zoning districts, located on the south side of Lone Pine Road approximately 335 feet east of North Phoenix Road. (371W21AA TL 100) Applicant: Twin Creeks Development LLC; Agent: Hoffbuhr and Associates; Planner: Liz Conner.

Specific Development Requirements for Access & Water Supply

CITY OF MEDFORD
EXHIBIT # I
File # LDS-18-058

Conditions

Reference	Comments
OFC 508.5	Fire hydrants with reflectors will be required for this project. Fire hydrant locations are approved as submitted on the plans. The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.
MMC 10.430	Section 10.430 of the Medford Code states the following: In order to ensure that there is at least twenty (20) feet of unobstructed clearance for fire apparatus, the developer shall choose from one of the following design options: (a) Clustered, offset (staggered) driveways (see example) (design approved by Fire Department), and fire hydrants located at intersections with the maximum fire hydrant spacing along the street of 250-feet. (b) All dwellings that front and take access from minor residential streets to be equipped with a residential (NFPA 13D) fire sprinkler system, and fire hydrants located at intersection with the maximum fire hydrant spacing along the street of 500-feet. (c) Total paved width of 33-feet with five-and-a-half (5 1/2) foot planter strips. Civil drawings shall be submitted for review prior to development showing driveway locations. In areas where the clustered-offset option cannot be utilized because of lot layout, parking restrictions will apply in certain areas. Where parking restrictions apply, no parking signs will be required. The developer of this project shall consult with the Fire Marshal prior to development. The Oregon Fire Code requires; "Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches" (OFC 503.2.1). "The required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles. Minimum required widths and clearances established in Section 503.2.1, shall be maintained at all times." (OFC 503.4).
OFC 503.5	Where parking is prohibited on public roads for fire department vehicle access purposes, NO PARKING signs shall be spaced at minimum 50' intervals along the fire lane (minimum 75' intervals in 1 & 2 family residential areas) and at fire department designated turn-around areas. The signs shall have red letters on a white background stating "NO PARKING". Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths (20' wide) and clearances (13' 6" vertical) shall be maintained at all times (OFC 503.4; ORS 98.810-12). Fire apparatus access roads 20-26' wide shall be posted on both sides as a fire lane. Fire apparatus access roads more than 26' to 32' wide shall be posted on one side as a fire lane (OFC D103.6.1). This restriction shall be recorded on the property deed as a requirement for future construction. Contact Public Works Transportation Manager Karl MacNair 541-774-2115 for further information.
WUI	This development is located in a wildfire risk zone. A minimum fire resistant rated Class A or B rated roof is required. In addition, it is recommended that the following measures be taken to reduce the possibility of home ignition during a wildfire: Fire Resistant Structure Planning including: Non-combustible siding Vent screening using corrosion resistant maximum 1/8" grid wire mesh designed to resist ember and flame intrusion Non-combustible rain gutters Solid skirting around the bottom of decks Non-combustible fencing attached to house Landscaping Planning including: 0-5 feet perimeter non-combustible zone (concrete or non-combustible ground covering) Utilize fire resistant vegetation (See Oregon State University's "Fire Resistant Shrubs and Trees in SW Oregon") Fully grown tree crown positioning to provide a minimum 10' horizontal clearance to chimneys or any part of structure Fully grown tree crown positioning to provide a minimum 15' clearance to other fully grown tree crowns Consider ladder fuels (vegetation like taller shrubs below trees that will spread fire into tree crown)

Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in affect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code.

This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only.

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

Medford Fire-Rescue, 200 S Ivy St. Rm 180, Medford OR 97501 541-774-2300

www.medfordfirerescue.org



BOARD OF WATER COMMISSIONERS

Staff Memo

TO: Planning Department, City of Medford

FROM: Rodney Grehn P.E., Water Commission Staff Engineer

SUBJECT: LDS-18-058

PARCEL ID: 371W21AA TL 100

PROJECT: Consideration of a tentative plat for a 42 lot subdivision on approximately 14.54 gross acres within the SFR-4 (Single Family Residential – 4 dwelling units per gross acre) and the SFR-2 (Single Family Residential – 2 dwelling units per gross acre) zoning districts, located on the south side of Lone Pine Road approximately 335 feet east of North Phoenix Road. (371W21AA TL 100) Applicant: Twin Creeks Development LLC; Agent: Hoffbuhr and Associates; Planner: Liz Conner.

DATE: June 20, 2018

I have reviewed the above plan authorization application as requested. Conditions for approval and comments are as follows:

CONDITIONS

1. The water facility planning/design/construction process will be done in accordance with the Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards For Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. All parcels/lots of proposed property divisions will be required to have metered water service prior to recordation of final map, unless otherwise arranged with MWC.
3. There are two (2) water pressure zones that are on this property. Pressure Zone 1 serves proposed Lots between elevations 1500' and 1650'. Pressure Zone 2 serves proposed Lots between elevations 1650' and 1800'.
4. Installation of Water "Pressure Zone 1" water lines are required the following street sections:
 - a. Installation of an 8-inch water line is required in Camina Drive between Lone Pine Road, and the south Property line of this subdivision.
 - b. Installation of an 8-inch water line is required in Porticello Drive between Camina Drive and shall terminate on the west side of proposed storm drain pipe crossing.
 - c. Installation of a 16-inch water line is required in Lone Pine Road between the west property line and east property line of this subdivision. MWC will reimburse developer for upsizing costs from 8-inch to 16-inch for materials only. Coordinate with MWC engineering department prior to site development to establish reimbursement amount. All costs to be submitted to MWC for review approval prior to plan approval.

Continued to Next Page



BOARD OF WATER COMMISSIONERS

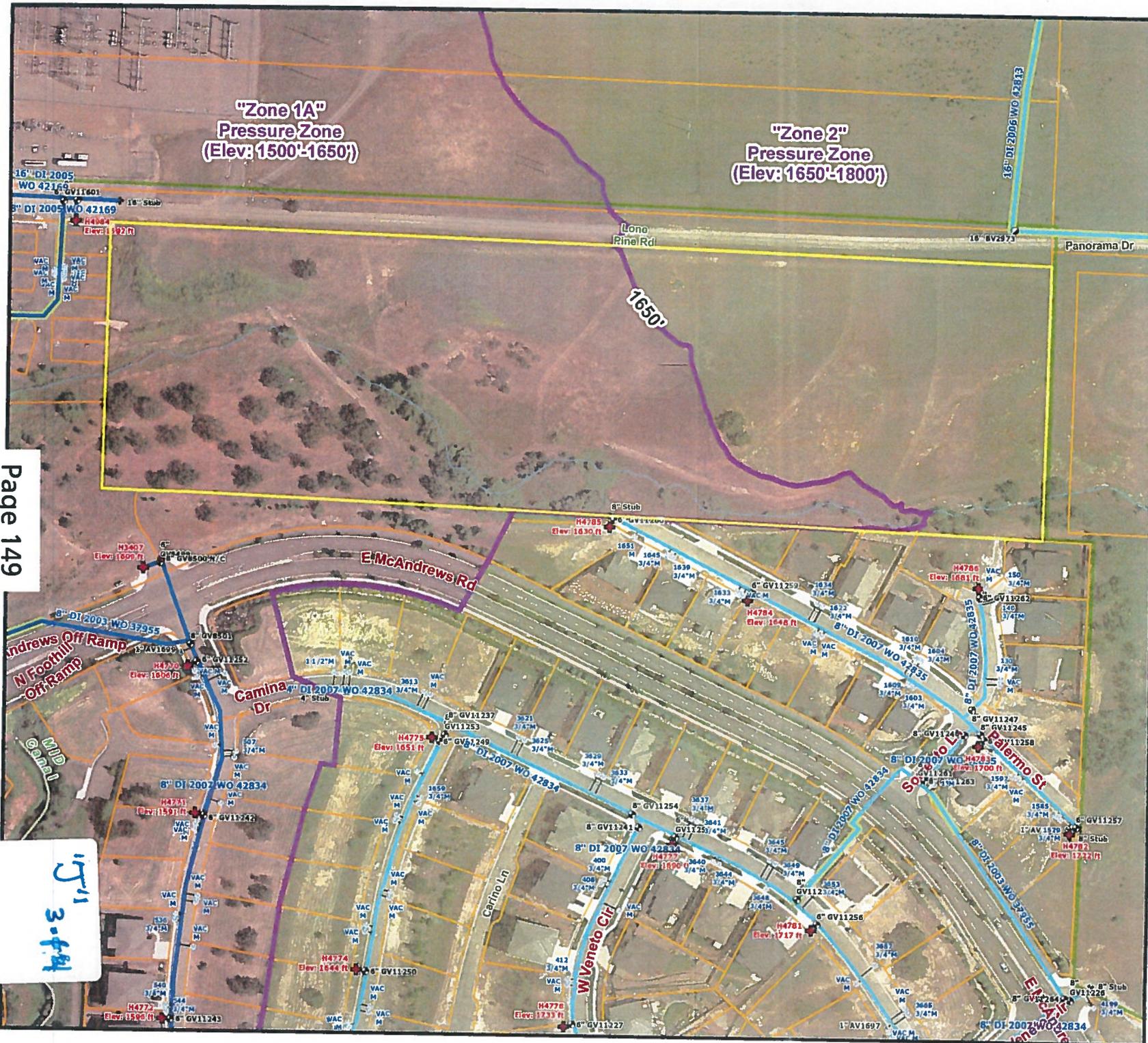
Staff Memo

Continued from Previous Page

5. Installation of "Water Pressure Zone 2" water lines in the following street sections:
 - a. Installation of an 8-inch water line is required in Palermo Street between the existing 8-inch water line stubbed at the end of street improvements of Palermo Street and shall extend northerly to Lone Pine Road.
 - b. Installation of an 8-inch water line is required in Porticello Drive between Palermo Street and Torrenova Way.
 - c. Installation of an 8-inch water line is required in Lone Pine Road between Palermo Drive and Torrenova Way.
 - d. Installation of an 8-inch water line is required in Porticello Drive between Palermo Street and the west side of proposed driveway to Lot 24.
 - e. Installation of an 8-inch water line is required in Lone Pine Road between Palermo Street and the west property line of proposed Lot 9.

COMMENTS

1. Off-site water line installation is not required.
2. On-site water facility construction is required. (See Conditions 4 and 5 above)
3. MWC-metered water service does not exist to this property.
4. Access to MWC water lines is available:
 - a. There is an existing 16-inch water line (Pressure Zone 1A) is stubbed for extension at the west property line of this proposed subdivision in Lone Pine Road.
 - b. There is an existing 8-inch water line (Pressure Zone 2) is stubbed for extension at the south property line of this proposed subdivision in Palermo Street in Bellavista Heights Subdivision.
 - c. There is an existing 16-inch water line (Pressure Zone 2) is located in Panorama Drive near the east property line of this proposed subdivision.
5. Static water pressure for the lots located in Pressure Zone 1 is expected to be between 35-65 psi. For proposed homes with less than 80 psi static water pressure, Pressure Reducing Valves are not required.
6. Static water pressure for the lots located in Pressure Zone 2 is expected to be between 78-117 psi. See attached document from the City of Medford Building Department on "Policy on Installation of Pressure Reducing Valves".



0 50 100 200 Feet
Scale: 1"=150'

Water Facility Map for
Medford Planning Dept.
Land Dev. Application
App #: LDS-18-058

June 20, 2018

Legend

- Air Valve
- Sample Station
- Fire Service
- Hydrant
- Reducer
- Blow Off
- Plugs-Caps

Water Meters:

- Active Meter
- On Well
- Unknown
- Vacant

Water Valves:

- Butterfly Valve
- Gate Valve
- Tapping Valve

Water Mains:

- Active Main
- Abandoned Main
- Reservoir Drain Pipe
- Pressure Zone Line

Boundaries:

- Urban Growth Boundary
- City Limits
- Tax Lots

MWC Facilities:

- Control Station
- Pump Station
- Reservoir



This map is based on a digital elevation model (DEM) of the Medford Water Commission area. It is not a substitute for a field survey. The user assumes all responsibility for the accuracy of the information presented. There is no warranty, express or implied.

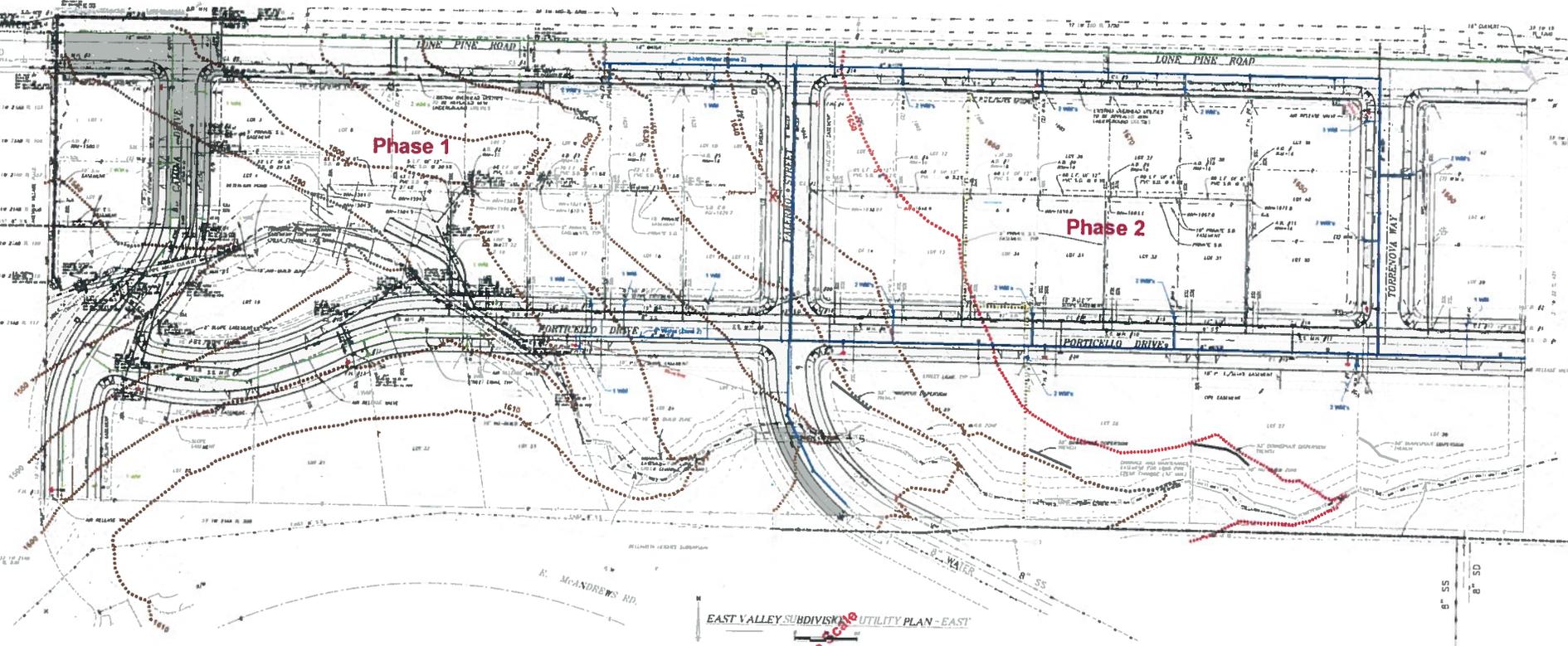
Map: 1802018 Date: 06/20/18 File: 1802018.dwg Scale: 1"=150' Date: 06/20/18

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15'11
3'-4"



J
4 of 4



EAST VALLEY SUBDIVISION UTILITY PLAN - EAST

Not To Scale

OS - B
SS - B

Memo



To: Liz Conner, Planning Department
From: Mary Montague, Building Department
CC: Twin Creeks Development LLC, Applicant; Hoffbuhr and Associates, Agent
Date: June 20, 2018
Re: LDS-18-058_East Valley Subdivision

Building Department:

Please Note: This is not a plan review. These are general notes based on general information provided. Plans need to be submitted and will be reviewed by a residential plans examiner to determine if there are any other requirements for this occupancy type. Please contact the front counter for fees.

1. Applicable Building Codes are 2017 ORSC; 2017 OPSC; and 2014 OMSC. For list of applicable Building Codes, please visit the City of Medford website: www.ci.medford.or.us Click on "City Departments" at top of screen; click on "Building"; click on "Design Criteria" on left side of screen and select the appropriate design criteria.
2. All plans are to be submitted electronically. Information on the website: www.ci.medford.or.us Go to "City Departments" at top of screen; click on "Building"; click on "ELECTRONIC PLAN REVIEW (ePlans)" for information.
3. Site Excavation permit required to develop, install utilities.
4. Demo Permit is required for any buildings being demolished.
5. A site specific soils geotech report is required by a Geotech Engineer prior to foundation inspections. The report must contain information per Section R403.1.9 and R403.1.10 and on how you will prepare the lot for building and a report confirming the lot was prepared per their recommendations.
6. This area is in the Wildfire High Risk area and should reference Section R327.
7. This area is in the Hillside Ordinance area. Must follow guidelines as set forth in the Municipal code Section 10.929 – 10.933.



JACKSON COUNTY

Roads

Roads
Engineering

Mike Kuntz, P.E.
County Engineer

200 Antelope Rd
White City, OR 97503
Phone (541)774-6228
Fax (541)774-6295
kuntzm@jacksoncounty.org

www.jacksoncounty.org

June 12, 2018

Attention: Elizabeth Conner
Planning Department
City of Medford
200 South Ivy Street, Lausmann Annex, Room 240
Medford, OR 97501

RE: Tentative plat for 42-lot subdivision on Lone Pine Road—a City maintained road.
Planning File: LDS-18-058

Dear Elizabeth:

Thank you for the opportunity to comment on consideration of a tentative plat for a 42-lot subdivision on approximately 14.54 gross acres within the SFR-4 (Single-Family Residential – 4 dwelling units per gross acre) and SFR-2 (Single-Family Residential – 2 dwelling units per gross acre) zoning districts, located on the south side of Lone Pine Road approximately 335 feet east of Foothill Road (37-1W-21AA TL 100). Jackson County Roads has the following comments:

1. According to our records, Lone Pine Road at the section in front of the subject property is a local access road within the City Limits of Medford, and as per ORS 368.031, not under the jurisdiction of Jackson County.
2. Jackson County Roads requests a TIS that looks at the intersection of Lone Pine and Foothill Road. If mitigations are recommended they shall be required.
3. Jackson County Roads requires thirty foot radiuses for Lone Pine Road at Foothill Road.
4. We would like to be notified of future development proposals, as county permits may be required.

If you have any questions or need further information feel free to call me at 774-6228

Sincerely,

Mike Kuntz
County Engineer

Liz A. Conner

From: Marcy Black <BlackMA@jacksoncounty.org>
Sent: Thursday, June 14, 2018 9:34 AM
To: Liz A. Conner
Subject: File No. LDS-18-058 Project Name: East Valley Subdivision

Elizabeth:

The Airport requests an Avigation, Noise and Hazard Easement be a requirement of this project. In addition, due to the proximity to the Airport, the applicant needs to contact the FAA regarding filing a 7460-1 Notice of Proposed Construction or Alteration. The FAA contact is: Paul Holmquist, phone (206) 231-2990.

I have inserted some information below from the FAA's website:

The requirements for filing with the Federal Aviation Administration for proposed structures vary based on a number of factors: height, proximity to an airport, location, and frequencies emitted from the structure, etc. For more details, please reference CFR Title 14 Part 77.9.

You must file with the FAA at least 45 days prior to construction if:

- your structure will exceed 200ft above ground level
- your structure will be in proximity to an airport and will exceed the slope ratio
- your structure involves construction of a traverseway (i.e. highway, railroad, waterway etc...) and once adjusted upward with the appropriate vertical distance would exceed a standard of 77.9(a) or (b)
- your structure will emit frequencies, and does not meet the conditions of the FAA Co-location Policy
- your structure will be in an instrument approach area and might exceed part 77 Subpart C
- your proposed structure will be in proximity to a navigation facility and may impact the assurance of navigation signal reception
- your structure will be on an airport or heliport
- filing has been requested by the FAA

If you require additional information regarding the filing requirements for your structure, please identify and contact the appropriate FAA representative using the Air Traffic Areas of Responsibility map for Off Airport construction, or contact the FAA Airports Region / District Office for On Airport construction.

The tool below will assist in applying Part 77 Notice Criteria.

Latitude:	Deg M S
Longitude:	Deg M S
Horizontal Datum:	
Site Elevation (SE):	(nearest foot)
Unadjusted Structure Height :	Structure Height : (nearest foot)
Height Adjustment:	(nearest foot)
Total Structure Height (AGL):	(nearest foot)
Traverseway:	(Additional height is added to certain structures under 77.9(c)) User can increase the default height adjustment for Traverseway, Private Roadway and Waterway
Is structure on airport:	No Yes

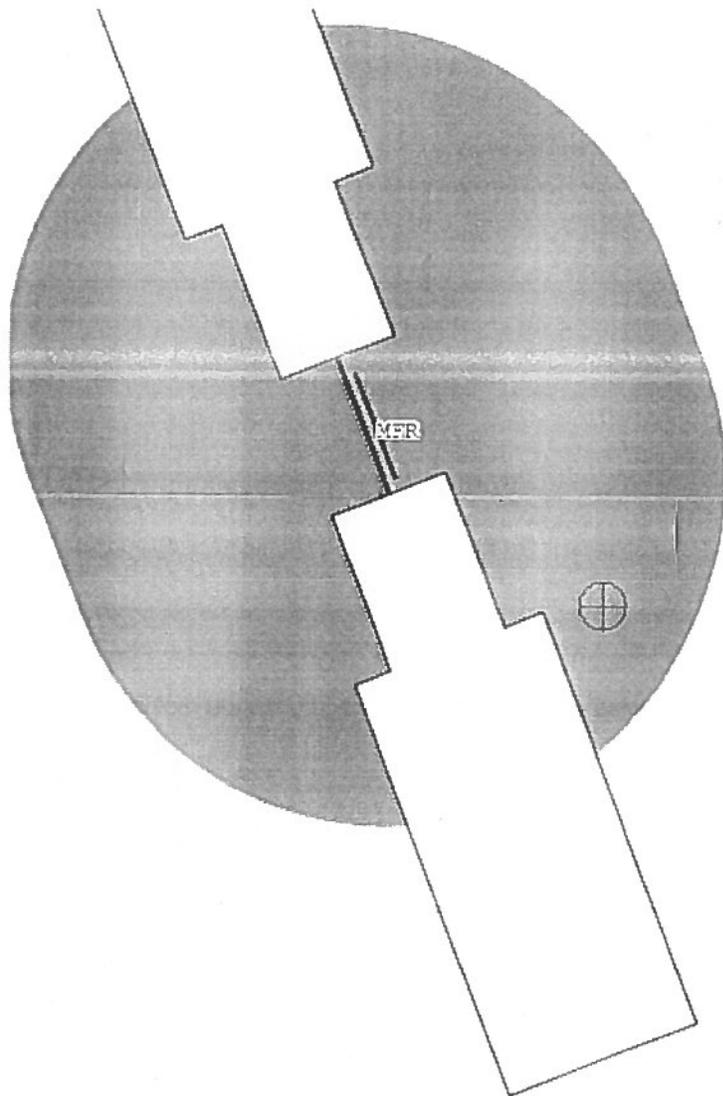
Results

You exceed the following Notice Criteria:

Your proposed structure is in proximity to a navigation facility and may impact the assurance of navigation signal reception. The FAA, in accordance with 77.9, requests that you file.

77.9(b) by 243 ft. The nearest airport is MFR, and the nearest runway is 14LF/32RF.

The FAA requests that you file



DENSITY CALCULATION FORM

For all residential LDP, LDS, PUD, and AC Application Files

File No.	LDS-18-058
Planner	Liz Conner
Date	July 2, 2018

GROSS ACREAGE		
Tax Lot Numbers		
371W21AA TL 100	4.84	AC
		AC
Existing ROW to Centerline	0.94	AC
Gross Acres	5.78	AC
Effective Acres (Gross - Subtracted)	5.78	

SUBTRACTED ACREAGE		
Large Lots for Existing Development	-	AC
Reserved Acreage	-	AC
Other ¹	-	AC
		AC
Subtracted Acres	-	AC

DENSITY RANGE		
Zoning District		SFR-2
Density Range		
Minimum		0.80
Maximum		2.00
No. DU Proposed		
No. DU Permitted		
Minimum		4.62
Maximum		11.56
Percentage of Maximum		0.00%

EXISTING R-O-W CALCULATION

	LF	Width	SF	Acreage
Lone Pine Road	1,438.00	28.50	40,983.00	0.94
(Street Name)	-	-	-	-
(Street Name)	-	-	-	-
			40,983.00	0.94

¹ Such as future ROW dedication, resource protection areas, common open space, other dedication areas, etc.

DENSITY CALCULATION FORM

For all residential LDP, LDS, PUD, and AC Application Files

File No.	LDS-18-058
Planner	Liz Conner
Date	July 2, 2018

GROSS ACREAGE

Tax Lot Numbers			
371W21AA TL 100	9.08	AC	
		AC	
Existing ROW to Centerline	0.94	AC	
Gross Acres	10.02	AC	
Effective Acres (Gross - Subtracted)	10.02		

SUBTRACTED ACREAGE

Large Lots for Existing Development	-	AC	
Reserved Acreage	-	AC	
Other ¹	-	AC	
		AC	
Subtracted Acres	-	AC	

DENSITY RANGE

Zoning District		SFR-4
Density Range		
Minimum	2.50	
Maximum	4.00	
No. DU Proposed		
No. DU Permitted		
Minimum	25.05	
Maximum	40.08	
Percentage of Maximum		0.00%

EXISTING R-O-W CALCULATION

	LF	Width	SF	Acreage
Lone Pine Road	1,438.00	28.50	40,983.00	0.94
(Street Name)	-	-	-	-
(Street Name)	-	-	-	-
			40,983.00	0.94

¹ Such as future ROW dedication, resource protection areas, common open space, other dedication areas, etc.

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11/11/2018



Project Name:

East Valley Subdivision

Map/Taxlot:

371W21AA TL 100



05/03/2018

Legend

-  Subject Area
-  Zoning Districts
-  Tax Lots
-  City Limits

